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ate University of New York
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Bulletin

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Vol. LII, No. 1
August 17, 2006

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Curricular Actions
From the Provost and Vice President for Academic Affairs
Faculty and Staff Research and Creativity Fall Forum: Requests for Scholarship or Creative Titles for Presentation
From the Vice President for Finance and Management
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2005–2006 UUP Discretionary Salary Increase Process
From the Chair of the College Senate
College Senate Meetings for Academic Year 2006–2007
Senate Standing Committees
Curricular Items

From the President

urricular Actions

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

ew Course:
OM 391 Special Topics in Public Relations

tellectual Foundations Designations:

IVERSITY
XE 100 Nature and Needs of Individuals Who Are Exceptional

UMANITIES
HI 101 Introduction to Philosophy
HI 102 Introduction to Social and Moral Philosophy

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From the Provost and Vice President for Academic Affairs

Faculty and Staff Research and Creativity Fall Forum: Requests for Scholarship or Creative Titles for Presentation

Buffalo State College will hold its seventh annual Faculty and Staff Research and Creativity Fall Forum on Thursday, October 19. As in past years, the goal of this forum is to develop, encourage, and support Buffalo State faculty and staff research and creativity, and to make collaborative research endeavors and grantsmanship more accessible. This is an excellent opportunity to network with other Buffalo State faculty and staff and identify common scholarly and creative interests that you may have. Every year, individuals comment that they have enjoyed learning what others were doing and that as a result new collaborations were developed.

All presentations will be poster sessions, and all activities will be held on the same day in one location (Houston Gym). The day will begin with a welcome session at 10:30 a.m. The exhibition of poster presentations will continue until 2:00 p.m. The gym will be available at 9:00 a.m. for setup. Lunch will be served.

A page designated to the event will appear on the Research Foundation's Web site. Friday, September 15, 2006, is the deadline date for titles and abstracts/descriptions to be submitted electronically.

All faculty and staff are invited to organize an exhibit to present current research, creative activity, or other scholarship. Individual, departmental, or group exhibits are welcome. To participate please complete the online form.

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From the Vice President for Finance and Management

Holiday Observances for College Employees

All eligible classified and unclassified employees may observe the following holidays in academic year 2006–2007 without charge to accruals:

Labor Day	Monday, September 4, 2006
Columbus Day	Monday, October 9, 2006
Election Day*	Tuesday, November 7, 2006
Veterans Day**	Saturday, November 11, 2006
Thanksgiving Day	Thursday, November 23, 2006
Christmas Day	Monday, December 25, 2006
New Year's Day	Monday, January 1, 2007
Martin Luther King Jr. Day	Monday, January 15, 2007
Lincoln's Birthday*	Monday, February 12, 2007
Washington's Birthday	Monday, February 19, 2007
Memorial Day	Monday, May 28, 2007
Independence Day	Wednesday, July 4, 2007

lection Day and Lincoln's Birthday have been designated as "floating holidays" in
u of fixed holidays for all employees except those represented by **Council 82.**
P-represented employees observe Election Day on the day after Thanksgiving,
day, November 24. Classes are scheduled on both floating holidays, so **all other**
gible employees will receive credit for a holiday on those dates and may arrange
th their supervisors to use them on a date of their choice before the holiday recurs.

Full-time employees entitled to observe holidays and for whom Saturday,
vember 11, 2006, is a regular day off will be credited with holiday compensatory
ne in lieu of the holiday (holiday leave), or vacation for Council 82–represented
nployees. Classified part-time employees who are regularly scheduled to work at
ast half time and are normally scheduled to work on the Friday immediately
eceding the Saturday holiday shall be credited with holiday leave equivalent to the
mber of hours in the employee's regular Friday schedule. As with floating
lidays, this holiday must be used before Veterans Day recurs.

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005–2006 UUP Discretionary Salary Increase Process

accordance with the UUP agreement, a 1 percent pool has been established for
stribution of discretionary salary increases. All employees in the UUP bargaining
it (faculty, librarians, and professional staff) on the payroll as of June 29, 2006, are
igible for discretionary salary increase consideration.

formation about the discretionary salary increase process (including the schedule)
nd all forms associated with the process may be obtained at the Human Resource
anagement Web site.

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From the Chair of the College Senate

enate Meetings for Academic Year 2006–2007

he College Senate will meet at 3:00 p.m. in E. H. Butler Library 210 on the
llowing dates:

all Semester
eptember 15
ctober 20
lovember 17
ecember 8

pring Semester
ebruary 9
larch 9
pril 13
ay 4 (2:00 p.m. start)

hese dates are also posted on the College Senate Web site and in the Academic
alendar, distributed by Academic Affairs.

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Senate Standing Committees

The College Senate always needs faculty 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 2006–2007 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 non-approval of all courses and programs offered by the college, consistent with Senate policies and procedures.

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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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Curricular Items

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

New Course:
COM 391 Special Topics in Public Relations

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Intellectual Foundations Designations:

VERSITY
E 100 Nature and Needs of Individuals Who Are Exceptional

UMANITIES
HI 101 Introduction to Philosophy
HI 102 Introduction to Social and Moral Philosophy

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

ntellectual Foundations Designation:

ECHNOLOGY AND SOCIETY
DU/EXE 375 Integration of Technology in Education

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2006–2007 publication schedule:

Fall 2006	**Spring 2007**	**Summer 2007**
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November 2, 9, 16, 30	April 12, 19, 26	
December 7, 14, 21	May 3, 10, 17	

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. LII, No. 2
August 24, 2006

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From the Vice President for Finance and Management
- College Relations Office Responsible for Public and Media Relations
- Traffic Office Is Renamed Parking Services Office

From the Chair of the College Senate
- College Senate Meetings for Academic Year 2006–2007
- Senate Standing Committees
- Curricular Items

From the President

Response to College Senate Recommendations

At its May 5, 2006, meeting, the College Senate voted to approve and forward to the president the following bylaws revisions for approval:

Recommended Bylaws Changes

Motion 1:

"Given that the Academic Services and International Education Committees have not met in the last couple of years, and based upon responses from the recent College Senate survey and recommendations by the Senate chairs, BSAC recommends elimination of the Academic Services and International Education Committees.

Rationale: Stated in the motion.

This has the following implications for the Senate Bylaws:
Article III, Section A. References to the two committees would be eliminated (items III-A-l and III-A-j).
Article III, Section F. Change reference from "10 areas" to "eight areas."

Note: If this motion is approved, necessary changes will also be made as necessary in the Senate Handbook Section and the Standing Rules.

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Motion 2:

"Article III, Section C, (e), be amended to revise 'each of the approved faculties' to include a listing of the schools separately."

Rationale: To bring the College Senate Bylaws in conformity to the reorganization of the college.

This would revise Article III, Section C, (e) to read as follows:

"Six members elected from each of the approved faculties (School of Arts and Humanities, School of Education, School of Natural and Social Sciences, School of the Professions) and other faculties recommended by the Senate and approved by the president."

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Motion 3:

Recommend that the college support staff have representation on the College Senate, in the form of a single seat.

Rationale: To expand the College Senate to include a group that is currently not represented.

- *Add to Article II, Section B, new subsection (f), so that the section now reads as follows: "One member of the college support staff elected as determined by the support staff."*
- *Modify Article II, Section D, wording change from "or professional staff" to "professional or support staff."*
- *Add to Article III, Section C, new subsection between (e) and (f), "One support staff member." Modify all other numbering with Section C.*

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Motion 4:

Recommend that any disenfranchisements of faculty members, professional staff, and support staff shall be fixed by the relevant units. All faculty members and staff members should be eligible to run and vote in two elections—the general "At-Large" Senate elections and one unit affiliation election (e.g., faculty schools, Professional Staff Caucus, library, and support staff), and that this affiliation remain the responsibility of the relevant units.

Rationale: To address the situations of those individuals whose current roles on campus either have separated them from their original departments or whose new positions have them in roles that are unaffiliated with one of the units identified in the motion. This motion is based on forums, surveys, and other input reviewed by the Bylaws Committee members over the past 18 months.

Modify Article II, Section C, with this addition (provided in bold): The College Senate, as defined below (Article III, Part C), will maintain a list of eligible voters and notify in writing those persons declared to be voters under Article II, Sections A and B above. An appeal of a Senate decision may be heard only by the voting faculty. Any disenfranchisements of faculty members, professional staff, and support staff are the responsibility of the relevant units. All faculty members and staff members should be eligible to run and vote in two elections—the general "At-Large" Senate elections and one unit affiliation election (e.g., faculty schools, Professional Staff Caucus, library, and support staff).

Note: If this motion is approved, implementation guidelines will be developed if needed.

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Motion 5:

Recommend that the Senate structure only include the following groups: faculty (consisting of the four schools and the library), professional staff members, support staff members, students, and administrators (nonvoting).

Rationale: To clarify the College Senate membership.

Modify Article III, Section C

Current: Introductory sentence, "The College Senate shall be composed of:" to now read:

Recommended change: "The College Senate shall only include the following groups: Faculty (consisting of the four schools and the library), professional staff members, support staff members, students, and administrators (nonvoting), with specific members as follows:

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Motion 6:

Recommend that the "faculty be the majority membership of the College Senate" serve as a governing principle for bylaws changes.

Rationale: In reviewing the composition of other governance units in the SUNY system, faculty members are in the majority. This is based on the majority of the work that is the focus of the College Senate - curricular review, academic plan, etc.

Note: Further bylaws revisions will be required if this motion and Motion 3 are approved. Implementation recommendations will be developed during 2006–2007.

Modify Article III, Section C, to add an introductory sentence:

Recommended change: Faculty members shall be the majority membership of the College Senate.

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Motion 7:

Recommend clarification of "student" with regard to service on the Professional Welfare Committee to indicate that individuals who are faculty or staff members can serve on Professional Welfare, even if they are taking one or two courses.*

Rationale: Only one committee (Professional Welfare) specifically excludes students, due to the nature of discussions which "concern faculty welfare." The motion seeks to clarify who is eligible to serve on the committee. Faculty and staff members taking classes would not, for the purpose of committee membership, be considered students.

Modify Article III, Section F, subsection (e)

Current: Professional Welfare will have no student members.

Recommended change: Professional Welfare will have no student members (Note that even if a faculty or staff member is taking one or more courses, he or she is still eligible to serve on Professional Welfare).

** Note that the words "full time" were removed from this motion, in accord with the removal of the phrase from the wording of Article III, Section F, subsection (e) (below) "no members who are not full-time faculty or staff members" at the March 31, 2006, Senate meeting.*

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Motion 8:

Recommend that the University Senators must have full-time faculty status.

Rationale: Representatives of Buffalo State College at the SUNY University Faculty Senate have traditionally been faculty members. This motion endorses this precedent and clarifies the number of faculty members who are part of the College Senate.

Modify Article III, Section C, subsection (f)

Current: Two State University senators elected by the college; and

Recommended change: Two State University senators, who must be full-time faculty members, elected by the college.

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I hereby approve the recommended revisions to the College Senate Bylaws as outlined above.

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From the Vice President for Finance and Management

College Relations Office Responsible for Public and Media Relations

Effective August 21, the College Relations Office is responsible for public and media relations. All press inquiries and information concerning news and events that may be of interest to the media should be directed to Claire Jones, associate vice president, College Relations, at ext. 4201, collrel@buffalostate.edu, or jonescs@buffalostate.edu, or to any member of the College Relations staff.

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Traffic Office Is Renamed Parking Services Office

The Traffic Office has been renamed the Parking Services Office to more accurately describe the office's function on campus. Information regarding the Parking Services Office and the services provided to the campus community may be found at

ww.buffalostate.edu/parkingservices. Questions also may be directed to the arking Services Office at parkingservices@buffalostate.edu.

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From the Chair of the College Senate

Senate Meetings for Academic Year 2006–2007

The College Senate will meet at 3:00 p.m. in E. H. Butler Library 210 on the following dates:

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September 15
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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:

Program Revision:
B.S. in Applied Mathematics (0719)

Minor Revision:
Chemistry (1726)

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New Courses:
MAT 390 Introduction to Operations Research. Optimization of real-world problems modeled by linear objective functions subject to systems of linear inequalities and solved by either the two-phase revised simplex method or by the network simplex method. Mathematics behind these methods. Applications in diverse areas such as business management, industry, economics, finance, game theory, geometry, and networks.

MAT 491 Capstone Research in Mathematics. Independent research under the direction of the instructor. Composition of a research paper and presentation of results at a seminar for faculty and students.

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Course Revisions:
MAT 241 Computer Mathematics I. Fundamental concepts of problem solving by computer as applied to mathematics. Computer organization, operations and functions, algorithm development, programming techniques. Numerical methods as used in calculus, linear algebra, geometry, etc. Uses a computer language to be applied in this and other mathematics classes.

MAT 366 Computer Mathematics II. Structured programming, verification of program validity, data structures, combinatorial problems, flow network algorithms, random number generators, simulation of random and nonrandom processes.

MAT 501 Math for Teachers: Algebra. Operational systems, number systems, groups, rings, fields, ordered fields, functions over fields, algebraic properties of the

trigonometric functions.

MAT 521 Math for Teachers: Geometry. Formal and informal geometry, congruence, measurement, constructions, similarity, transformations, coordinate geometry, trigonometric functions.

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Vol. LII, No. 3
August 31, 2006

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- Promotions

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- Part-Time-Job Luau

From the Senior Adviser to the President for Equity and Campus Diversity
- Buffalo State College General Policy against Discrimination and Harassment

From the Chair of the College Senate
- College Senate Meeting
- Senate Standing Committees

From the President

Welcome Back

As the fall 2006 semester begins, I would like to welcome all of you who have been away for the summer back to campus. I also want to welcome those who are new to Buffalo State and thank those of you who were here during the summer preparing the campus for the new academic year.

This semester is an exciting time for Buffalo State College. We begin the new academic year with 38 new faculty members, nine new full-time professional staff members, six new full-time classified employees, and nearly 1,400 new freshmen. Our total enrollment is up to nearly 11,400 students. First-time, full-time student registration has increased 18.5 percent from last year, and new graduate student registration is up by 21.3 percent.

The Buffalo State that will welcome this growing community is stronger than ever. The 2006 state budget has allowed us to increase the number of full-time faculty members and to improve our campus infrastructure. Governor Pataki came to campus earlier this month to break ground for the new Burchfield-Penney Art Center. We also secured funding for a new technology building and major renovations to the Campbell Student Union, and we are planning for a new stadium and other important capital investments.

The 2006 freshman class will encounter a new academic experience as they become the first class to participate in Intellectual Foundations. This new general education program is designed to build "the intellectual and creative foundations" for students' futures at Buffalo State and beyond.

I hope you are as excited as I am about embarking on the new semester. I wish everyone a productive and rewarding year, and I look forward to seeing you at our Academic Convocation on Thursday, September 21!

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Notice to the Buffalo State College Community

Dr. Carmine Grande has advised me that he plans to retire from his position as vice president for institutional advancement and development in April 2007. We thank Vice President Grande for more than nine years of dedicated service to the college. During his tenure, Buffalo State has become a leader among the SUNY comprehensive colleges in fund-raising activities.

I have asked Vice President Grande to focus his efforts until his retirement on some specific projects designed to advance the institutional advancement mission of the college. In order for him to devote his efforts to these projects full time, the leadership for the institutional advancement unit will be temporarily transferred to the vice president for finance and management, Stanley Kardonsky, beginning September 12, 2006. Dr. Kardonsky will also serve as the interim executive director of the Buffalo State College Foundation. This arrangement will be in effect until the search for a new vice president for institutional advancement and development is successfully completed next year.

In addition, I have reassigned some of the duties and responsibilities that were previously under the purview of Institutional Advancement and Development to other areas. Barbara A. Meyer, assistant vice president, Finance and Management, will be responsible for handling all Freedom of Information requests for the college. News services and media functions will be handled by the College Relations Office under the leadership of Claire S. Jones, associate vice president. My office will assume responsibility for government relations activities. John B. Maggiore, assistant to the president for communications, will serve as the contact person for government relations.

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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, 2006:
Kimberly A. Bagley (Chemistry)
Stephanie R. Goldberg (Technology)

Promotion to *associate professor*, effective September 1, 2007:
Dermot Coffey (Physics)

Promotion to *associate professor*, effective September 1, 2007, and *continuing appointment*, effective September 1, 2007:

Sarbani Banerjee (Computer Information Systems)
Robert A. Barone (Computer Information Systems)
Stanley K. Friesen (Design)
Dwight A. Hennessy (Psychology)
Amitra A. Hodge (Sociology)
Michael C. Lazich (History and Social Studies Education)
Barbara D. Miller (Modern and Classical Languages)
Alexander Y. Nazarenko (Chemistry)
Allen C. Shelton (Sociology)
Gary S. Solar (Earth Sciences and Science Education)
Mark K. Warford (Modern and Classical Languages)

Promotion to *associate professor*, effective September 1, 2007, and *continuing appointment*, effective October 8, 2007:
Kelly M. Frothingham (Geography and Planning)

Continuing appointment, effective July 1, 2007:
Elizabeth S. Peña (Art Conservation)

Continuing appointment, effective September 1, 2007:
Marianne Foley (E. H. Butler Library)
Bradley J. Fuster (Music)
Wende A. Mix (Geography and Planning)
Tara J. Stephenson (Design)
Elizabeth Szockyj (Criminal Justice)

Promotion to *associate librarian*, effective September 1, 2007:
Wanda M. Slawinska (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 Friday, September 15.

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From the Vice President for Student Affairs

Part-Time-Job Luau

The fifth annual Part-Time-Job Luau will be held from 11:30 a.m. to 1:30 p.m. on Thursday, September 7, in the Student Union Quad (if raining, E. H. Butler Library 210).

This fun and casual event will provide Buffalo State College students with an opportunity to find part-time jobs by speaking with employers in an informal, relaxed setting. The Part-Time-Job Luau will feature more than 25 representatives from on-campus departments and local businesses and organizations. A list of organizations attending the fair is available on the Career Development Web site.

Please pass the word on to students about this exciting Buffalo State event and feel free to join us for the festivities and refreshments.

The Part-Time-Job Luau is sponsored by the Career Development Center and is open to all Buffalo State College students.

For more information, contact the Career Development Center, Cleveland Hall 306 or ext. 5811, or visit the CDC Web site.

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

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 of harassment are brought to their attention in their area of responsibility or if they have concerns about appropriate response to a concern or complaint.

Violations of the college policy on discrimination and harassment should be reported to the Equity and Campus Diversity Office, Cleveland Hall 415, ext. 6210.

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From the Chair of the College Senate

College Senate Meeting

The first meeting of the College Senate for the 2006–2007 academic year will be

held at 3:00 p.m. Friday, September 15, in E. H. Butler Library 210. Interested faculty and staff are invited to attend.

The dates for all Senate meetings are posted on the College Senate Web site and in the Academic Calendar, distributed by Academic Affairs.

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Senate Standing Committees

The College Senate always needs faculty 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 2006–2007 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 non-approval of all courses and programs offered by the college, consistent with Senate policies and procedures.

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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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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.

2006–2007 publication schedule:

Fall 2006	**Spring 2007**	**Summer 2007**
August 17, 24, 31	January 11, 18, 25	June 14
September 7, 14, 21, 28	February 1, 8, 15, 22	July 19
October 5, 12, 19, 26	March 1, 8, 15, 22, 29	
November 2, 9, 16, 30	April 12, 19, 26	
December 7, 14, 21	May 3, 10, 17	

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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September 7, 2006

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From the President

Correction: Promotions

Last week's *Bulletin* announcement regarding promotions contained several errors. The following is a corrected announcement.

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, 2006:
Kimberly A. Bagley (Chemistry)
Stephanie R. Goldberg (Technology)

Promotion to *associate professor*, effective September 1, 2006:
Dermot Coffey (Physics)

Promotion to *associate professor*, effective September 1, 2006, and *continuing appointment*, effective September 1, 2007:
Sarbani Banerjee (Computer Information Systems)
Robert A. Barone (Computer Information Systems)

Stanley K. Friesen (Design)
Kelly M. Frothingham (Geography and Planning)
Dwight A. Hennessy (Psychology)
Amitra A. Hodge (Sociology)
Michael C. Lazich (History and Social Studies Education)
Barbara D. Miller (Modern and Classical Languages)
Alexander Y. Nazarenko (Chemistry)
Allen C. Shelton (Sociology)
Gary S. Solar (Earth Sciences and Science Education)
Mark K. Warford (Modern and Classical Languages)

Continuing appointment, effective July 1, 2007:
Elizabeth S. Peña (Art Conservation)

Continuing appointment, effective September 1, 2007:
Marianne Foley (E. H. Butler Library)
Bradley J. Fuster (Music)
Wende A. Mix (Geography and Planning)
Tara J. Stephenson (Design)
Elizabeth Szockyj (Criminal Justice)

Promotion to *associate librarian*, effective September 1, 2006:
Wanda M. Slawinska (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 Friday, September 15.

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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 are available on the Academic Affairs Web site or may be obtained from the Academic and Student Affairs Office, Cleveland Hall 519, ext. 5550.

Nominations with supporting materials for the SUNY 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 16, 2006 (academic year 2006–2007)
October 15, 2007 (academic year 2007–2008)
October 20, 2008 (academic year 2008–2009)

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 5, 2007 (academic year 2006–2007)
March 3, 2008 (academic year 2007–2008)
March 2, 2009 (academic year 2008–2009)

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Faculty and Staff Research and Creativity Fall Forum: Requests for Scholarship or Creative Titles for Presentation

Buffalo State College will hold its seventh annual Faculty and Staff Research and Creativity Fall Forum on Thursday, October 19. As in past years, the goal of this forum is to develop, encourage, and support Buffalo State faculty and staff research and creativity, and to make collaborative research endeavors and grantsmanship more accessible. This is an excellent opportunity to network with other Buffalo State faculty and staff and identify common scholarly and creative interests that you may have. Every year, individuals comment that they have enjoyed learning what others were doing and that as a result new collaborations were developed.

All presentations will be poster sessions, and all activities will be held on the same day in one location (Houston Gym). The day will begin with a welcome session at 10:30 a.m. The exhibition of poster presentations will continue until 2:00 p.m. The gym will be available at 9:00 a.m. for setup. Lunch will be served.

A page designated to the event will appear on the Research Foundation's Web site. Friday, September 15, 2006, is the deadline date for titles and abstracts/descriptions to be submitted electronically.

All faculty and staff are invited to organize an exhibit to present current research, creative activity, or other scholarship. Individual, departmental, or group exhibits are welcome. To participate please complete the online form.

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From the Vice President and Chief Information Officer

Computer Training, SkillSoft E-Learning, Web Templates, and Web Site Support

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 a USB flash drive (to save your work), 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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September 2006 Workshops

Webmaster Training: Using the Web Template System	Tuesday, September 12	9:30–11:00 a.m.
ANGEL: Introduction	Tuesday, September 12	1:00–3:30 p.m.
Introduction to PowerPoint	Friday, September 15	9:00–11:00 a.m.
Accessing Your Office Computer Remotely	Friday, September 15	2:00–3:00 p.m.
Accessing Your Office Computer Remotely	Tuesday, September 19	9:00–11:00 a.m.
Introduction to Mail Merge	Tuesday, September 19	1:00–3:00 p.m.
Webmaster Training: Introduction to HTML	Wednesday, September 20	9:00–11:00 a.m.
Intermediate PowerPoint	Friday, September 22	9:00–11:00 a.m.
Introduction to Publisher	Monday, September 25	9:00–11:00 a.m.
Webmaster Training: Using the Web Template System	Tuesday, September 26	9:30–11:00 a.m.
ANGEL: Introduction	Friday, September 29	9:00–11:30 a.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 your home.

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Web Templates and Web Site Support
Web template training, service, and support is available for academic departments and administrative offices. TASC and the College Relations Office offer training especially for campus Web developers. Courses include Using the Web Template System, Introduction to HTML, Customizing Your Web Site for Search Engines, and Understanding Site Traffic Logs. Employees may review course descriptions and register at http://bscintra.buffalostate.edu/registration.

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 Vice President for Finance and Management

Campus Confidentiality Statement

All student, faculty, and staff personal and academic information is private and confidential, and is protected by various state and federal laws. Buffalo State College employees must, by law, protect the privacy of this information.

Failure to protect personal and academic information may result in legal action against offending employees. Employees accused of failure to protect confidential information that results in harm to an individual may not be covered by the Public Officer's Law, and therefore not defended by New York State.

Examples of personal information that must be kept confidential: Social Security numbers, health information, disability status, etc. Faculty and staff must ensure that information contained on the employee change form is kept confidential.

Examples of academic information that must be kept confidential: grades, class schedules, student ID numbers, etc. Faculty and staff members may not post test scores or grades using any portion of a student's name, Social Security number, or student ID number. Faculty and staff must refrain from providing students' parents with information related to their students' academic performance or other personal information, unless given permission to do so by the student.

Personal and academic information should be stored on a password-protected network shared drive. Do not store sensitive information on a laptop, desktop machine, or any portable storage device. Delete any sensitive files when you no longer need them. Laptops and flash drives should be kept in a secure area to guard against theft of the devices and the information stored on them. Personal and academic information should not be removed from campus.

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For more information:

State and Federal Laws:

- Gramm-Leach-Bliley Act (confidentiality of financial information): see www.buffalostate.edu/offices/hr/information.asp

- HIPAA (confidentiality of health information): see http://bscintra.buffalostate.edu/bulletin/archives/05_06/september29_05.html#hipaa and www.goer.state.ny.us/train/onlinelearning/HIP/intro.html

- FERPA (confidentiality of student/academic information): see www.buffalostate.edu/academicaffairs/x571.xml and www.ed.gov/policy/gen/guid/fpco/ferpa/library/hunter.html

- Restrictions on use of student Social Security numbers: see http://public.leginfo.state.ny.us/menuf.cgi; search for Education Law 2-b

- New NYS law on notification of information security breach: see http://public.leginfo.state.ny.us/menuf.cgi; search for Article 39-F of GBS (General Business Law)

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Questions regarding privacy of the employee change form, employee contracts, official employee files, etc.: Susan Earshen, director, Human Resources, ext. 3042

Questions regarding privacy of student information and FERPA: Mark Bausili, registrar, ext. 4907

Questions regarding health information and HIPAA: Rock Doyle, assistant director, medical systems, ext. 6711

Questions regarding legal liability and any legal action against the college or an employee: Gary Phillips, comptroller, ext. 4312

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Faculty and Staff Directory Listings

Human Resource Management is in the process of updating information that will appear in the 2006–2007 Faculty and Staff Directory. Employees are asked to verify their information by returning the data sheets recently mailed to home addresses to Human Resources, Cleveland Hall 403. If you did not receive a data sheet, you may review your listing in the online internal directory at www.buffalostate.edu/findpeople.xml. If changes are required, you may submit them to Human Resources by one of the following methods:

- Complete and submit the Directory Add/Update Form, available at www.buffalostate.edu/offices/hr/dira.asp, or the MS Word version at www.buffalostate.edu/offices/hr/directory.doc.
  or
- Send change(s) by e-mail to fortunkm@buffalostate.edu.

Changes received by Friday, September 23, will appear in the new directory.

New college employees who are not on the state payroll (e.g., Research Foundation, Buffalo State College Foundation, Barnes & Noble at Buffalo State Bookstore, Dining Services) must complete the Directory Add/Update Form to be included in the campus directory. Non-state employees may also use the Add/Update Form to change existing directory information. Personnel officers from these areas should contact Human Resources when employees are terminated so their department directory listings are

accurate and current.

Offices or departments that keep contact information for retired faculty and staff are asked to share this information with the Human Resource Management Office, who maintains the emeriti directory. Please submit this information to kawalel@buffalostate.edu.

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Internal Control Standards and Public Officers Law

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 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 he or she 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.

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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From the Vice President for Student Affairs

Part-Time-Job Luau

The fifth annual Part-Time-Job Luau will be held today from 11:30 a.m. to 1:30 p.m. in the Student Union Quad (if raining, E. H. Butler Library 210).

This fun and casual event will provide Buffalo State College students with an opportunity to find part-time jobs by speaking with employers in an informal, relaxed setting. The Part-Time-Job Luau will feature more than 25 representatives from on-campus departments and local businesses and organizations. A list of organizations attending the fair is available on the Career Development Web site.

Please pass the word on to students about this exciting Buffalo State event and feel free to join us for the festivities and refreshments.

The Part-Time-Job Luau is sponsored by the Career Development Center and is open to all Buffalo State College students.

For more information, contact the Career Development Center, Cleveland Hall 306 or ext. 5811, or visit the CDC Web site.

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

Equity and Campus Diversity 2006–2007 Minigrant Program
The Equity and Campus Diversity Office will receive applications for 2006–2007 Equity and Campus Diversity Minigrants. The grants provide financial assistance for projects, workshops, and activities to strengthen excellence in diversity as described in the college mission, strategic directions, and core values.

Awards of approximately $800 to $2,000 will be awarded to student organizations, academic clubs, departments, programs, and individual faculty or staff members. The average minigrant is expected to be $850; however, projects of superior merit that are directly related to diversity in the curriculum may be funded for up to $2,000. Awards are contingent on available funds and approval by the president. Award funds must comply with SUNY accounting policies and thus cannot be used to purchase food or beverages. Information and applications are available at www.buffalostate.edu/equity/x557.xml.

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Buffalo State 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 unveiling, 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 Hall 415, ext. 6210.

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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 faculty or staff members and students to whom the faculty or staff members do not have current professional responsibilities are *strongly discouraged.***

- **Sexual or amorous relationships between supervisors and non-student employees to whom the supervisors have current or reasonable foreseeable professional responsibilities are *strongly discouraged.*** Where such a relationship exists, previously existed, or develops, it shall be the responsibility of the supervisor (and his or her supervisor) to remove himself or herself from any evaluation of the employee, and from any activity or decision that may, or may appear to, reward, penalize, or otherwise affect the employee, and to otherwise take appropriate action to minimize any potential preferential or adverse consequences to the employee or to other members of the college community. An employee shall not be subject to sanction for such a relationship, but may be removed or transferred from a position (without demotion or adverse effect on the employee's benefits, terms, or conditions of employment) that gives the supervisor the power to evaluate, reward, penalize, or otherwise affect the employee.

- **If a student or employee makes a complaint of sexual harassment against a faculty or staff member or supervisor that arises from a sexual or amorous relationship between the faculty or staff member and the student or employee, the faculty or staff member or supervisor charged with sexual harassment shall have the burden of proving by preponderance of evidence that the relationship was entirely consensual and uninfluenced by the faculty or staff member's or supervisor's professional relationship with the complainant.** If a sexual harassment complaint is made by a third person with respect to the sexual or amorous relationship of a faculty member or supervisor to a student or employee, consent to the relationship between the faculty member or supervisor and the student or employee shall not constitute a defense to the third person's complaint, insofar as the allegations concerning the relationship between the faculty member or supervisor and student or employee support the complaint of the third person.

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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 Equity and Campus Diversity Office concerning an alleged violation of this Policy, and any person may file a complaint alleging a violation of this Policy with the Equity and Campus Diversity Office, pursuant to the Buffalo State College Grievance Procedure for Review of Allegations of Discrimination.

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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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- College Council Meeting
- White House Internship Program

From the Vice President and Chief Information Officer
- SEFA/United Way Campaign Kickoff
- Computer Training, SkillSoft E-Learning, Web Templates, and Web Site Support

From the Vice President for Student Affairs
- Grant Allocation Committee Request for Proposals
- Law School Fair

From the President

College Council Meeting

The next meeting of the Buffalo State College Council will be held on Tuesday, September 19, at 4:00 p.m. in Cleveland Hall 518.

Agenda

1. Call to Order
2. Action Items
   - Approval of Minutes: April 18, 2006
   - Approval of Annual Report
3. Council Chair's Report
4. President's Report
5. Committee Reports
6. Announcements
7. Adjournment

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White House Internship Program

The White House Internship Program offers an excellent opportunity to serve our president and explore public service. We are seeking exceptional candidates to apply for this highly competitive program. In addition to carrying out typical office duties, interns attend weekly lectures and tours and complete an intern service project.

Interns may serve a term in the fall, spring, or summer. Every candidate must be a

United States citizen, enrolled in a college or university, and at least 18 years of age.

An application and additional information about the program can be found at www.whitehouse.gov/government/wh-intern.html.

Strong applications exhibit:

- Sound academic credentials
- A history of community involvement and leadership
- Solid verbal and written communication skills
- A demonstrated interest in public service

Applications should be submitted to Karen Race, deputy director and intern coordinator, White House Personnel, at intern_application@whitehouse.gov on or before the following deadlines:

- October 13, 2006, for spring 2007 – (January 9 to May 11, 2007)
- March 6, 2007, for summer 2007 – (May 22 to August 24, 2007)

Please direct questions to Race at (202) 456-5979 or intern_application@whitehouse.gov.

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From the Vice President and Chief Information Officer

SEFA/United Way Campaign Kickoff

Please join the SEFA Campaign Committee for the 2006 SEFA/United Way Campaign Kickoff at 12:15 p.m. Thursday, September 14, in E. H. Butler Library 210, when President Howard will launch the official State Employees Federated Appeal/United Way Campaign with help from special guests from the United Way of Buffalo and Erie County. Mark your calendars and enjoy some refreshments while learning about the needs in our community and ways your SEFA contribution can help. Solicitors will gather before the kickoff, at 11:15 a.m., in E. H. Butler Library 208 to receive their packets and words of advice on how to conduct a successful campaign.

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Computer Training, SkillSoft E-Learning, Web Templates, and Web Site Support

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 a USB flash drive (to save your work), 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

ent-only workshops on certain Tuesdays during Bengal Pause, from 12:30 to p.m. Announcements for these classes are made through student e-mail and/or ers distributed on campus.

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

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lass Registration
nternet Explorer 5.0 (or higher) is necessary for online registration. Enter the llowing information in the required fields:

C Users
Jser Name: bsclogon\your user name (e.g., bsclogon\publicjq)
assword: your password

lac Users
Jser ID: your user name (e.g., publicjq)
assword: your password
)omain: bsclogon

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eptember 2006 Workshops

Introduction to PowerPoint	Friday, September 15	9:00–11:00 a.m.
Accessing Your Office Computer Remotely	Friday, September 15	2:00–3:00 p.m.
Accessing Your Office Computer Remotely	Tuesday, September 19	9:00–11:00 a.m.
Introduction to Mail Merge	Tuesday, September 19	1:00–3:00 p.m.
Webmaster Training: Introduction to HTML	Wednesday, September 20	9:00–11:00 a.m.
Intermediate PowerPoint	Friday, September 22	9:00–11:00 a.m.
Introduction to Publisher	Monday, September 25	9:00–11:00 a.m.
Webmaster Training: Using the Web Template System	Tuesday, September 26	9:30–11:00 a.m.
ANGEL: Introduction	Friday, September 29	9:00–11:30 a.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 your home.

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Web Templates and Web Site Support
Web template training, service, and support is available for academic departments and administrative offices. TASC and the College Relations Office offer training especially for campus Web developers. Courses include Using the Web Template System, Introduction to HTML, Customizing Your Web Site for Search Engines, and Understanding Site Traffic Logs. Employees may review course descriptions and register at http://bscintra.buffalostate.edu/registration.

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 Vice President for Student Affairs

Grant Allocation Committee Request for Proposals

The Auxiliary Services Grant Allocation Committee (GAC) is requesting proposals from individuals, departments, and student clubs and organizations for funding of programs, speakers, and events to take place during the 2006–2007 academic year. Application guidelines and materials are available at www.buffalostate.edu/offices/stuaffr/ReqforProposals20062007.doc. The deadline for submitting applications under this funding cycle is Wednesday, September 20. Additional opportunities to apply for GAC funds will be provided in November 2006. Questions about the GAC may be addressed to Daniel Velez, assistant to the vice president for student affairs, Cleveland Hall 519, ext. 4704.

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Law School Fair

The Career Development Center is proud to announce the Greater Western New York Law School Fair from 3:00 to 6:00 p.m. on Monday, September 25, at the Buffalo Niagara Marriott.

The Greater Western New York Law School Fair gives students interested in furthering their education in law an opportunity to learn about law school programs in the area and across the country. Representatives from 40 local and regional law schools will be present to provide students with information and applications, as well as to answer questions.

This event is sponsored by the Career Development Center and the Western New York Association of College Career Centers. For more information or a list of participating schools, call the Career Development Center at ext. 5811 or visit www.buffalostate.edu/offices/cdc.

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- Policy Governing Use of College Resources
- Political Activities involving State Employees
- Fire Evacuation Drills

From the Vice President and Chief Information Officer

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 to Computing and Technology Services 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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From the Vice President for Finance and Management

NYS Flex Spending Account 2007 Open Enrollment

Open enrollment for the 2007 NYS Flex Spending Account is Monday, September 25, through Friday, November 10, 2006. The account offers two benefits, the Health Care Spending Account (HCSAccount) and the Dependent Care Advantage Account (DCAAccount). A brochure describing these benefits was distributed with the September 20 paychecks.

The HCSAccount allows employees to set aside from $100 to $4,000 annually in pretax salary to pay for health-related expenses not reimbursed by insurance. Over-the-counter (OTC) drug expenses including allergy remedies, antacids, cold medicines, and pain relievers are also reimbursable.

The DCAAccount allows employees to set aside up to $5,000 annually for child care, elder care, or other dependent care expenses on a pre-tax basis. The employer contribution provides up to $700 for M/C, CSEA, UUP, PEF, and GSEU employees who enroll in the DCAAccount.

Participants currently enrolled in the HCSAccount or DCAAccount must reenroll to continue benefits in 2007. Reenrollment instructions will be sent directly from the Fringe Benefits Management Company.

Paperless enrollment in 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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Buffalo State Logo Usage

The Buffalo State logo is the college's unifying symbol, a basic element of our visual identity. The college's logo incorporates an outline of Rockwell Hall with the words "Buffalo State, State University of New York." An alternative, simpler version of the logo eliminates the Rockwell Hall outline. In some cases, when the logo is very small or when it is used on the Web, the "State University of New York" may be eliminated as well.

The official logo and the college seal may not be altered in any way and should always be used in their original proportions and configurations. Overall enlargements or reductions are permissible, but alterations—narrowing, heightening, widening, lengthening—are prohibited. No ornamentation or words may be added or deleted.

The logo may be reversed from a solid field of color, provided the reproduction is of high quality (to preserve legibility). Electronic logos may not be edited or manipulated, and page authors should not create new versions of the logo or logotype. Special trademarked logos are to be used by vendors of official college merchandise. Please contact the College Relations Office at ext. 4201 with questions regarding logo usage.

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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. Direct any questions regarding this policy to Gary Phillips, associate vice president and comptroller, at ext. 4312.

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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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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 25–29. 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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From Institutional Advancement and Development
- Young Alumnus Achievement Awards Reception

From the Senior Adviser to the President for Equity and Campus Diversity
- Buffalo State College Policy on Students Unable to Attend Classes on Certain Days because of Religious Beliefs

From the President

New SUNY Provost

I am pleased to announce that SUNY Chancellor John R. Ryan has selected Dr. Risa I. Palm to succeed Dr. Peter Salins as SUNY provost and vice chancellor for academic affairs. After a distinguished term, Dr. Salins is stepping down from his post to return to the faculty.

Dr. Palm currently serves as executive vice chancellor and provost of Louisiana State University. She is an urban geographer who has done considerable research on natural hazards. She holds an undergraduate degree in history, and an M.A. and Ph.D. in geography, all from the University of Minnesota. Dr. Palm has authored several books, has considerable experience in higher education administration, and is the recipient of several professional honors.

Dr. Palm will join the State University of New York community in early October. She will visit Buffalo State College on Thursday, October 5, and she will also attend the SUNY University Faculty Senate meeting that will be held on our campus from October 26 to 28.

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From the Vice President for Finance and Management

Emergency Calls 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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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=apdxa.

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SMRT Training for Account Managers

Managers of state-appropriated funds are encouraged to use the Web-based SMRT (SUNY Management Resource Tool) Application to monitor account resources and expenditures. Individuals interested in the training must be authorized for account inquiry access two business days before the training date. Only one session of training is needed. Please call either James Thor at ext. 4117 or Rebecca Schenk at ext. 4312 with questions.

Training will be held in CyberQuad 318 on the following dates:
Friday, October 13, from 9:00 a.m. to noon
Tuesday, October 17, from 1:00 to 4:00 p.m.

Please register at http://bscintra.buffalostate.edu/registration.

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From Institutional Advancement and Development

Bulletin announcements from Institutional Advancement and Development will appear under the Finance and Management heading while the unit reports to the vice president for finance and management.

Young Alumnus Achievement Awards Reception

The Buffalo State Alumni Association cordially invites you to attend the Young Alumnus Achievement Awards Reception, on Friday, October 27, at 7:00 p.m. in the Fireside Lounge of the Campbell Student Union. This prestigious award, recognizing the achievements of graduates of 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:

Richard Baumert, '86
Managing Director, Millennium Partners
San Francisco, California

Edward Czechowski, '95, '97
Supervisor, New Product Development Engineering, Cameron Compression Systems
Orchard Park, New York

Beverly Dunn, '92
CEO, Multilink Group Inc.
Brooklyn, New York

Lisa Flynn, '86
News Anchor, WIVB-TV / WNLO-TV
Buffalo, New York

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Russell Griffin, '93
Assistant Vice President of Diversity, MetLife
Warwick, Rhode Island

James Hill, '88
Producer, ABC News
Chicago, Illinois

Amy Pearl, '87
Managing Partner, Performance Management Partners Inc.
Williamsville, New York

Please join us in celebrating the outstanding achievements of our recipients. The cost is $15 per person and includes a champagne toast, hors d'oeuvre and dessert reception, and special memento. For reservations, call the Alumni Affairs Office at ext. 6001 by Friday, October 20.

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

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

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

The following policy statement appears in the college catalog (page 15, 2004–2006 Graduate Catalog; page 34, 2005–2006 Undergraduate Catalog):

> "No person shall be expelled from or refused admission as a student to an institution of higher learning for the reason that he or she is unable, because of his or her religious beliefs, to register for or to attend classes or to participate in any examination, study, or work requirements on a particular day or days."

Important: Students Unable Because of Religious Belief 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.

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5. In effectuating the provisions of the Education Law, it is expected that faculty and administrative officials will exercise the fullest measure of good faith. No adverse or prejudicial effects shall result to any student for availing himself or herself of the provisions of this section.

6. Any student who is aggrieved by the alleged failure of any faculty 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 that is not disqualified for tax exemption under Section 501 of the United States Code.

8. At Buffalo State College, we sharpen the mandate of the state and endorse the policy that the administering of evaluative examinations on Rosh Hashanah (September 23, 2006), Yom Kippur (October 2, 2006), and Good Friday (April 6, 2007) will not be permitted.

Note: Ramadan, the ninth and holiest month of the Islamic year, began September 24 and ends October 24. Fasting and special prayers during the month are fundamental religious duties of Islam during this period.

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About the *Bulletin*

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2006–2007 publication schedule:

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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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From the Vice President for Finance and Management
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- College Telephone Use Policy
- University Policy on Fees, Charges, and Deposits
- Individual Development Awards

From the Vice President for Student Affairs
- Graduate School Fair

From the Vice President and Chief Information Officer

Computer Training, SkillSoft E-Learning, Web Templates, and Web Site Support

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 a USB flash drive (to save your work), 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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September 2006 Workshops

Mac users - iLife Suite - iPhoto* (CyberQuad 315)	Tuesday, October 10	2:00–4:00 p.m.
Mac users - iLife Suite - iPhoto* (CyberQuad 315)	Thursday, October 12	9:00–11:00 a.m.
Webmaster Training: Using the Web Template System	Thursday, October 12	9:30–11:00 a.m.
SMRT Training for Account Managers	Friday, October 13	9:00 a.m.–noon
Mac users - iLife Suite - iPhoto* (CyberQuad 315)	Monday, October 16	2:00–4:00 p.m.
SMRT Training for Account Managers	Tuesday, October 17	1:00–4:00 p.m.
Webmaster Training: Using the Web Template System	Thursday, October 26	9:30–11:00 a.m.

*Class meets in CyberQuad 315.

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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 your home.

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Web Templates and Web Site Support
Web template training, service, and support are available for academic departments and administrative offices. TASC and the College Relations Office offer training

especially for campus Web developers. Courses include Using the Web Template System, Introduction to HTML, Customizing Your Web Site for Search Engines, and Understanding Site Traffic Logs. Employees may review course descriptions and register at http://bscintra.buffalostate.edu/registration.

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 Vice President for Finance and Management

Flu Shots

Flu shots will be given in the Campbell Student Union lobby on Tuesday, October 17, from 11:00 a.m. to 3:00 p.m. and Thursday, October 26, from 10:00 a.m. to 1:00 p.m. No appointment is necessary.

There will be no cost to employees covered by Univera, Independent Health, Community Blue, Blue Choice, Preferred Care, and Medicare Part B who show valid health-insurance cards. Faculty and staff not covered by these plans will be charged a $25 co-pay for the flu shot.

If you have any questions regarding your health insurance coverage, please call the Human Resource Management Office at ext. 4821.

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College Telephone Use Policy

This policy describes the assignment, use, and management of desk and cellular telephones by 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.

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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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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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 July 1, 2006, through June 30, 2007. 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. Applications from those who have not been funded previously are encouraged.

The total amount to be distributed at Buffalo State is $32,257 for the year.

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 the year.

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Award Period
The award period covers professional development activities commenced on or after

July 1, 2006, and completed on or before June 30, 2007.

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

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).

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 Human Resource Management Office, Cleveland Hall 403, by 5:00 p.m. **Friday, January 5, 2007.** Applications and guidelines 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 Kathleen Fortune at ext. 3042.

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

- A current curriculum vitae.
- A job description (if 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 23, 2007.**

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 June 30, 2007.

Individual Development Award Committee
Individual Development Award Committee members are Alex Ratkowski, Barbara Vaughan, and Gwen Veira representing UUP and Dolores Battle, Susan Earshen, and Ronald Rochon representing management.

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From the Vice President for Student Affairs

Graduate School Fair

The Career Development Center is proud to sponsor the Graduate School Fair on Thursday, October 19, from 11:00 a.m. to 1:30 p.m. in the Campbell Student Union Social Hall.

This event will give students the chance to meet with representatives from 60 local and national graduate and professional school programs, and to learn about the educational opportunities they have to offer. All students, freshmen to seniors, are encouraged to attend the Graduate School Fair.

For more information and a list of participating schools, please call the Career Development Center at ext. 5811 or check us out on the Web at www.buffalostate.edu/offices/cdc.

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- Manners Matter: A Professional Etiquette and Networking Workshop

From the Chair of the College Senate
- College Senate Meeting

From the President

2006–2007 College Senate Staff Liaisons and Presidential Appointees

I am pleased to announce the following staff liaisons and presidential appointees to the College Senate for the 2006–2007 academic year:

Academic Plan	Dorcas Colvin
Budget and Staff Allocation	Rebecca Schenk
Bylaws and Elections	Lawrence Flood
Curriculum Committee	Rosalyn Lindner
Instruction and Research	Janet Ramsey
Professional Welfare	Yves Gachette
Standards for Students	Charles Kenyon
Student Welfare	Timothy Ecklund
Presidential Appointee	Ronald Rochon
Presidential Appointee	Marian Deutschman

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President's Council on Equity and Campus Diversity 2006–2007

I am pleased to announce that the following faculty, staff, and student representatives will serve on the President's Council on Equity and Campus Diversity for 2006–2007:

Scott Johnson, University College, chair; Heather Maldonado, University College, co-chair; Dolores Battle, Equity and Campus Diversity; Claire Collier, Institutional Advancement and Development; Marian Deutschman, Communication; Barbara Dray, Exceptional Education; Melisa Dybbro, Student Life; Yves Gachette, Institutional Research; Abdollah Hajikandi, Educational Opportunity Program; Maureen Lindstrom, E. H. Butler Library; Samuel Lunetta, University Police; Dan MacIsaac, Physics; Carol Patitu, Student Personnel Administration; Christopher Pennuto, Biology; Ruby Pulliam, Equity and Campus Diversity; Constance Dean Qualls, Speech-Language Pathology; Lori Quigley, Elementary Education and Reading; Peter Ramos, English; Meg Stevens, Intercollegiate Athletics; and students Christopher Barrett, Dianne Campbell, 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.

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From the Provost

Internal Search: Associate Provost and Dean of the Graduate School

Applications and nominations are invited for an internal search for associate provost and dean of the Graduate School. A position description follows. Applicant review will commence October 25, 2006, and continue until the position is filled. To apply: Submit letter of application, current vita, and names of three references to Carolyn Martino, Academic and Student Affairs, Cleveland Hall 519. Electronic submissions are encouraged and may be submitted to martinc@buffalostate.edu.

Position Description

The associate provost and dean of the Graduate School provides institutional leadership for academic and campuswide initiatives assigned to the provost and is responsible for advancement of Buffalo State's Graduate School. The position is newly created as a result of academic reorganization. Specific responsibilities of the appointee are:

As associate provost:

- Guide the college's research efforts by leading initiatives to advance scholarly and creative pursuits.

- Represent the provost in various venues and settings and cultivate relationships both within and outside the college.
- Lead and coordinate initiatives per delegation by provost to accomplish strategic and academic goals (for example, in areas such as diversity, strategic planning, technology, outreach, institutional studies, student engagement, faculty/staff development and recognition).
- Manage budgets and accounts assigned to the provost.
- Develop initiatives to advance student success within an integrated academic and student affairs organization.

As dean of the Graduate School:

- Work collaboratively with the deans of the four schools (Arts and Humanities, Education, Natural and Social Sciences, Professions) to advance the vision of and create excellence in graduate education.
- Develop graduate study as a distinctive feature of the college and create a culture of affiliation with the Graduate School among students and faculty.
- Supervise the Graduate School office and staff, which services students from application through graduation.
- Coordinate the Graduate Advisory Council and represent the college in internal and external matters pertaining to graduate study.
- Engage in fund-raising on behalf of the Graduate School.

Required qualifications are a terminal degree and five years' administrative experience in an academic environment; accomplishments as teacher and scholar sufficient to support appointment as tenured faculty in an academic discipline offered by the college.

Preferred qualification is evidence of successful management of institution-wide initiatives.

Buffalo State College (SUNY) is an affirmative action/equal opportunity employer (AA/EOE).

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Faculty and Staff Research and Creativity Fall Forum

Buffalo State will hold its seventh annual Faculty/Staff Research and Creativity Fall Forum on Thursday, October 19. As in past years, the goal of this forum is to develop, encourage, and support Buffalo State College faculty and staff research and creativity, and to make collaborative research endeavors and grantsmanship more accessible. This is an excellent opportunity to network with other Buffalo State faculty and staff and identify common scholarly and creative interests that you may have. Every year, individuals comment that they enjoyed learning what others were doing and as a result new collaborations were developed.

All presentations will be poster sessions, and all activities will be held on the same day in one location (Houston Gym). The day will begin with a welcome session at 10:30 a.m. The exhibition of poster presentations will continue until 2:00 p.m. Lunch will be served.

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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/securit or the Buffalo State Web site at www.buffalostate.edu/offices/police/safety.

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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 for 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.

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From the Vice President for Student Affairs

Updates to Degree Navigator Reflect Policy Revisions

The following changes have been made within Degree Navigator for students following the GE2K general education guidelines:

1. The Basic Math requirement has been updated so that math courses are no longer required in combination. Now either MAT 126 or MAT 311 or MAT 161 will complete that area, in addition to the other courses listed.
2. Students pursuing a bachelor of arts degree now only need to demonstrate proficiency at the 102 level to satisfy the foreign language requirement.
3. The two-prefix rule no longer applies to the three different civilization requirements, so, for example, students may use three different history courses to fulfill the civilizations.
4. More acceptable coursework has been added to the different cognate areas.

For more information, please reference the updated GE2K document at www.buffalostate.edu/registrar/documents/ge2000.htm. These changes will cause shifting on students audit reports. Any questions or concerns can be addressed via e-mail at audit@buffalostate.edu.

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Manners Matter: A Professional Etiquette and Networking Workshop

Buffalo State's fifth annual "mocktail" party and etiquette dinner will be held on Friday, November 3, from 4:00 to 7:30 p.m. The event will provide students with expert advice on common etiquette questions such as " Which piece of silverware should I use for difference courses?" or "How do I make small talk and conversation with new people?" A "mocktail" party with appetizers, held in the Campbell Student Union Fireside Lounge, will give students the opportunity to learn how to mingle with employers and make positive first impressions. Directly following the "mocktail" party, a five-course gourmet dinner will be served in the Assembly Hall, which is

guaranteed to provide plenty of eating challenges.

Instruction will be provided throughout the event by etiquette speakers. Prominent community and campus leaders will be present to offer feedback during the students' dining experience. Tickets are $10 per person, are non-refundable, and must be purchased in advance at Dining Services, Student Union 223, by October 27. Meal cards may be used. For more information, contact the Career Development Center, Cleveland Hall 306 or ext. 5811. Please encourage students to attend this excellent learning opportunity. Space is limited. The last four years have sold out. Tickets are now on sale.

The event is presented by the Career Development Center, the Hospitality and Tourism Department, the National Society of Minorities in Hospitality, Auxiliary Services, and Buffalo State Dining Services and is funded by an Auxiliary Services Grant.

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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 13, in E. H. Butler Library 210. The agenda will be posted on the Senate Web site. Interested faculty and staff are invited to attend.

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From the Provost

Fifth Annual Understanding Community and Peace Conference

We are particularly pleased to announce the fifth annual Buffalo State College Committee for the Study of Understanding Community and Peace Conference on Tuesday, October 24, in Rockwell Hall Auditorium; open registration will begin at 8:30 a.m. This year we have again planned a full day of presentations, panel discussions, and cultural activities in conjunction with United Nations Day, October 24. The theme selected for this year's conference is "Creating a World Culture of Community and Peace: Resources and Awareness in Buffalo and Beyond."

The conference program features morning presentations that focus on a worldview of strategies for peace. This year's highly regarded guest speakers include Stadler M. Trengove, Esq., legal officer, Office of the Legal Council, Office of Legal Affairs, United Nations headquarters; Sayyid Syeed, secretary general of the Islamic Society of North America; and Claude E. Welch, SUNY Distinguished Service Professor, Department of Political Science, University at Buffalo. The Buffalo State Chorale, led by Dean Ekberg, lecturer in the Music Department, will provide a musical interlude composed of peace selections to conclude the morning program.

The afternoon segment will shift its focus to issues and activities directly related to community understanding and peace. The afternoon session will open with a

performance by the Folkloric Dance Company and close with the Peace Weavers. Additionally, a video presentation of interviews with Buffalo community youth and adults will be discussed by a panel of representatives from several leading community organizations.

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Buffalo State and Campus West students will read from their award-winning peace essays during morning and afternoon sessions. Opportunities for questions and discussion will be provided at the conclusion of the morning and afternoon sessions.

We wish to invite Buffalo State faculty, staff, and students, other members of the campus community, and citizens of Western New York to join us for what promises to be a truly provocative and inspiring experience. Please encourage your students to attend and participate in Community and Peace Week and the Peace Conference. We also invite faculty to schedule class meetings and accompany students during the program of events.

For further information regarding the Peace Conference, please contact Jean Gounard, director of International Student Affairs, at gounarjf@buffalostate.edu or ext. 5331. For information regarding Community and Peace Week, contact Gary Welborn, associate professor of sociology, at welborgs@buffalostate.edu or ext. 6428.

Also, please check our Web site at www.buffalostate.edu/orgs/csucp.

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From the Vice President for Finance and Management

Campus Closing on Friday, October 13

We have been notified that the governor did NOT authorize the closing of New York State offices and facilities in the Buffalo area on Friday, October 13. Under New York State policy, only the governor has the authority to close state offices and facilities, even in situations where the chief executive of a county, city, or village has declared a state of emergency.

Unfortunately, this means that employees are required, under state policy, to charge their absence for Friday to accumulated vacation, personal, or overtime compensatory leave accruals.

The State Policy on Closing of State Offices/Directing Early Departures may be found at www.goer.state.ny.us/CNA/policies/tdcemerg.html.

We are working aggressively to achieve a more favorable outcome for our employees. A petition to suspend the time and attendance rules for October 13 is being submitted to the NYS Department of Civil Service. If our campus request is approved, we will reinstate the time charged to employees' leave accruals for that date. We understand that the approval process may take some time, and we will

notify employees as soon as we receive a determination on our petition.

Please call Human Resource Management at ext. 3042 if you have questions regarding the leave policies.

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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	

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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 workday 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, the employee 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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Winter Pause Discontinued

As previously announced in March, Winter Pause will be discontinued in 2006.

A review of our 2005–2006 Winter Pause experience revealed the following:

- Although it is a relatively quiet time, there is a need to maintain services for students, prospective students, and the college community.
- An increasing number of employees are choosing to work during Winter Pause, and most buildings must, therefore, remain open.
- We are not achieving any real savings in energy costs, which was the reason Winter Pause was instituted.

Individual employees may, of course, request vacation and personal leave, and supervisors and department heads may approve requests as long as there is adequate staffing to allow the department to remain open and provide services. Deans and other unit heads will establish plans for provision of service during the period. Supervisors are encouraged to be as flexible as possible in granting leave requests during the holiday week.

The college will be closed on the Christmas holiday, Monday, December 25, 2006, and the New Year's holiday, Monday, January 1, 2007. Departments may remain closed on Tuesday, December 26, 2006, if employees wish to use vacation time on that day.

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From Institutional Advancement and Development
Bulletin announcements from Institutional Advancement and Development will appear under the Finance and Management heading while the unit reports to the vice president for finance and management.

Young Alumnus Achievement Awards Reception

The Buffalo State Alumni Association cordially invites you to attend the Young Alumnus Achievement Awards Reception, on Friday, October 27, at 7:00 p.m. in the Fireside Lounge of the Campbell Student Union. This prestigious award, recognizing the achievements of graduates of 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:

Richard Baumert, '86
Managing Director, Millennium Partners
San Francisco, California

Edward Czechowski, '95, '97
Supervisor, New Product Development Engineering, Cameron Compression Systems
Orchard Park, New York

Beverly Dunn, '92
CEO, Multilink Group Inc.
Brooklyn, New York

Lisa Flynn, '86
News Anchor, WIVB-TV / WNLO-TV
Buffalo, New York

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Russell Griffin, '93
Assistant Vice President of Diversity, MetLife
Warwick, Rhode Island

James Hill, '88
Producer, ABC News
Chicago, Illinois

Amy Pearl, '87
Managing Partner, Performance Management Partners Inc.
Williamsville, New York

Please join us in celebrating the outstanding achievements of our recipients. The cost is $15 per person and includes a champagne toast, hors d'oeuvre and dessert reception, and special memento. For reservations, call the Alumni Affairs Office at ext. 6001 by Friday, October 20.

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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 2:00 p.m. tomorrow, Friday, October 20, in E. H. Butler Library 210. The agenda will be posted on the Senate Web site. Interested faculty and staff are invited to attend.

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- Purchase Orders Required

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- Curricular Item

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:
Thursday, November 16, 2006 (in conjunction with the November 2006 Board of Trustees meeting)
The Theater at the State University College of Optometry, 33 West 42nd Street, New York City (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 Monday, November 13, 2006. 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 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 in advance of the beginning 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 Vice President and Chief Information Officer

Position Announcement: Assistant Manager, Networking and Communications (Budget Title: Senior Staff Assistant)

Applications are now being accepted for an assistant manager, networking and communications, in Computing and Technology Services. Details may be found at www.buffalostate.edu/offices/hr/jobs.asp#professional.

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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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Purchase Orders Required

New York State procurement rules and regulations require that a state purchase order be prepared prior to the delivery of goods or services. The Purchasing Office will not process for payment any invoice for goods or services without an official purchase order already on file. If goods or services are delivered before the purchase order is issued, the employee who placed the order with the vendor may personally be liable for the payment of the goods or services.

An audit of the college by the New York State Comptroller's Office cited Buffalo State for not always adhering to these regulations by processing confirming orders, i.e., requests to pay for goods or services without a preexisting official purchase order. Violation of this policy may result in fiscal controls being placed on the offending department(s).

If you have any questions about ordering goods and services, contact the Purchasing Office at ext. 4113.

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From the Chair of the College Senate

Curricular Item

The following was received in the College Senate Office and forwarded to the Senate Curriculum Committee for review and approval:

Intellectual Foundations Designation:

SOCIAL SCIENCE
PSY 101 Introductory Psychology

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From the President

Response to Senate Recommendations

At its October 20, 2006, meeting, the College Senate voted to approve and forward to the president for approval the following recommendation to establish a President's Award for Excellence in Undergraduate Mentoring and to authorize course priority registration for student leaders:

PRESIDENT'S AWARD FOR EXCELLENCE AS AN UNDERGRADUATE RESEARCH MENTOR

The President's Award for Excellence as an Undergraduate Research Mentor will be presented annually to publicly recognize and reward those individuals who have accumulated an exemplary record of guiding and supporting students as they develop the skills, methods, and techniques needed to carry out research, scholarship, and creative activities. This award recognizes the pivotal role of faculty in ensuring the success of the student experience and the high value placed on this endeavor by the college.

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CRITERIA FOR SELECTION:

1. ***Quality of Mentoring***
   There should be evidence that the faculty member promoted intentional learning by the student researcher, contributing to their intellectual growth, problem solving ability, and communication skills, while creating new knowledge or development of new ideas or creative works. Evidence should also describe how a faculty mentor's role evolved through the stages of mentoring, from initially giving significant guidance and direction and during later stages, changing their role to more similar to a colleague as the undergraduate researcher gains confidence, greater independence, and takes "ownership" of their research.

2. ***Experiential Benefits to Students***
   There should be evidence that former students increased their confidence in ability to contribute new knowledge or creative works in their discipline and gain an understanding of how knowledge and new works of art are developed and evaluated within their discipline. Evidence should be presented that describes how students confirmed and strengthened their desire to pursue a chosen career field and/or continue their education at the graduate level as a result of their participation in an undergraduate/graduate research experience that involved the close mentoring of a faculty member.

3. ***Communicating Research/Creative Activity***
   There should be evidence that the faculty member encouraged students to present their work not only to their peers within their disciplines, but also to colleagues in other fields, and to the public. Such evidence can be performances, visual exhibits, oral presentations, posters, abstracts, and other appropriate outlets.

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NOMINATION AND SELECTION PROCESS:

A committee composed of five teaching faculty and a minimum of two undergraduate students appointed by the provost and vice president for academic affairs will solicit and evaluate candidates' credentials. That committee will examine applicant support files for evidence of quality and comprehensiveness and make recommendations to the provost and vice president for academic affairs. As many as two full-time faculty members may be selected in any one academic year.

Individual faculty may apply for the award, or faculty members may be nominated by their respective departments with the consent of the faculty member being nominated. Nominations may also arise from students, with the consent of the faculty member being nominated. Nominees must have been full-time teaching faculty members for four years prior to the nomination.

Data provided should include but not be limited to:

1. *Nomination form provided in this packet.*
2. *Letter of nomination detailing the specific characteristics that qualify the faculty member for the award and examples of how these characteristics are demonstrated.*
3. *A detailed summary of research projects/creative activities mentored (including name of student, title of project, brief description of project, outcomes [including presentations/performances/exhibits and any publications]).*
4. *A current vita detailing candidate's professional career.*
5. *Support from colleagues (at least three letters).*
6. *Support from students (at least five letters).*

I hereby approve the recommendation to establish a President's Award for Excellence in Undergraduate Research Mentoring. I authorize the provost to implement the nomination and selection process outlined above for the academic year 2006–2007 award cycle. Nominations for all President's Awards for Excellence are due to the provost by March 5, 2007.

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Course Priority Registration for United Students Government Leaders

Resolution by United Students Government

A student leader shall receive priority registration. A student leader is a matriculated undergraduate student enrolled in at least nine credit hours and has been elected to a USG or campus position. This totals at most but no more than 55 students. Elected positions are those students elected through the student government annual elections.

Upon completion of the student elections the election chair of USG shall forward all names and information to appropriate persons on campus. If any discrepancies arise both the elections chair and the USG president may inquire about status or information.

Justification:

Our student leaders provide critical direction each year for the college. These leaders elected to various positions volunteer their time and sit most often on more than three campus committees each. While on these campus committees these students not only have to balance their school, work, and study schedules, they also have to balance their volunteer on campus involvement schedule which may include up to 25 hours a week of time.

Priority registration would give assistance to these students to help them arrange a schedule applicable to their involvement and would allow them to register for sections that would not prohibit their involvement or stop it.

I hereby approve the recommendation to provide course priority registration for United Students Government elected leaders, and I authorize the provost to implement this process for the registration period beginning with the spring 2007 semester.

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From the Vice President and Chief Information Officer

New Media Consortium Membership

The New Media Consortium (NMC) has invited Buffalo State to become a member following a peer-reviewed application process. The successful application was a collaborative effort.

The NMC is a not-for-profit group of leading colleges, universities, museums, corporations, and other organizations who share a dedication to the "exploration and use of new media and new technologies," according to the NMC Web site. Its mission is "to advocate and stimulate the use of new learning and creative technologies in higher education," to demonstrate a passion for learning, and to seek and build collaborations and partnerships that further its work.

"I am very excited to have our campus recognized by and accepted into the New Media Consortium," said Maryruth Glogowski, associate vice president for library and instructional technology. "Buffalo State has a unique group of expert, talented, and dedicated people who will benefit from their interaction with members of this group. It will help us to realize our vision of excellence in teaching, research, and service in a creative and innovative fashion." Melaine Kenyon, associate director for instructional technology, will be Buffalo State's official liaison to NMC.

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From the Vice President for Finance and Management

Rescheduled: SMRT Training for Department Chairs and Directors

Previously announced training for the SUNY Management Resource Tool (SMRT) Application has been rescheduled. This training is appropriate for all new department chairs, directors, and designated administrative assistants managing state-appropriated funds. Please call either James Thor at ext. 4117 or Rebecca Schenk at ext. 4312 with questions.

Training will be held in E. H. Butler Library (CyberQuad) 318 on the following dates:

Friday, November 17, 9:00 a.m. to noon
Tuesday, December 5, 1:00 to 4:00 p.m.

Please register at http://bscintra.buffalostate.edu/registration.

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From Institutional Advancement and Development

Bulletin announcements from Institutional Advancement and Development will appear under the Finance and Management heading while the unit reports to the vice president for finance and management.

Call for Nominations: Distinguished Alumnus Award

The Buffalo State College Alumni Association welcomes nominations from faculty and staff for the Distinguished Alumnus Award, presented annually at Commencement. This prestigious honor is awarded to alumni who have distinguished themselves professionally, within their communities, and in support of the mission of Buffalo State College.

A maximum of three awards may be presented each year (no posthumous awards are given), and all nominations are active for three years, including the initial year of nomination. Recipients must also be able to attend the Commencement ceremony on Saturday, May 12, 2007.

The ideal candidate will meet the following criteria:

- Achievement of high honors or recognition in his or her professional field.
- High honors or recognition for outstanding community service.
- Demonstration of ongoing support for and service to Buffalo State College.

This is a wonderful opportunity to recognize an outstanding graduate. The deadline for nominations is Friday, December 1. Nomination forms and a list of previous recipients are available online or from the Alumni Affairs Office, ext. 6001.

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From the Vice President for Student Affairs

Grant Allocation Committee Request for Proposals

The Auxiliary Services Grant Allocation Committee (GAC) is requesting proposals from individuals, departments, and student clubs and organizations for funding of programs, speakers, and events to take place during the 2006–2007 academic year. Application guidelines and materials are available online.

The deadline to submit applications under this funding cycle is Tuesday, November 21. Questions about the GAC may be addressed to Daniel Velez, assistant to the vice president for student affairs, Cleveland Hall 519, ext. 5550.

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From the Chair of the College Senate

Curricular Items

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

New Courses:

MUS 122 Introduction to Music Studies and Careers. Historical, philosophical, and practical foundations for a career in music. Integrates library, research, teacher observation and analysis, reading, and writing skills with regard to the profession to assist students' exploration and confirmation of their decision to enter the field.

MUS 220 Technology Applications for Music Education. Current technology applications suitable for music instruction, including administrative applications, software for notation and composition, and MIDI-based sequencing, as well as teaching methods and strategies for using technology in music classrooms and ensembles; incorporates extensive hands-on activities.

MUS 346 Field Experience in Elementary Music. Observation and application of instructional procedures learned in MUS 345 Elementary Methods of Music Instruction through on-site participation in local schools.

MUS 353 Field Experience in Music for Exceptional Learners. Observation and application of adaptations and instructional procedures appropriate for music with exceptional learners through on-site participation in local schools.

MUS 361 Field Experience in Secondary Instrumental Music. Observation and application of instructional procedures learned in MUS 360 Secondary Instrumental Methods through on-site participation in local schools.

MUS 362 Secondary Choral Methods. Knowledge and skills in the area of teaching methods and strategies for secondary choral music education; includes extensive hands-on and writing activities.

MUS 363 Field Experience in Secondary Choral Music. Observation and application of instructional procedures learned in MUS 362 Secondary Choral Methods through on-site participation in local schools.

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Course Revisions:

FRE 309 Literature and Culture of France in the Twentieth Century. Survey of the literature of France in the twentieth century and its relationship to French history and culture.

MUS 302 Music History I: Antiquity through Baroque. Study of musical styles, composers, and genres from the medieval, renaissance, and baroque eras; includes cultural and social contexts and parallel developments in other arts.

MUS 303 Music History II: Classic through Contemporary. Study of musical styles, composers, and genres from the classic, romantic, and modern eras; includes cultural and social contexts and parallel developments in other arts.

MUS 321 Composition, Improvisation, and Arranging. Skills and techniques for composing, improvising, and arranging music, with study of representative music examples.

MUS 360 Secondary Instrumental Methods. Knowledge and skills in the area of teaching methods and strategies for secondary instrumental music education; includes extensive hands-on and writing activities.

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Intellectual Foundations Designations and Course Revisions:

ARTS

MUS 201 Survey of Western Music History. Introduction to music from Middle Ages to the present; study of forms and styles, composers and performers, cultural and social backgrounds, and parallel developments in other arts. Lectures and listening assignments. Concert attendance required.

MUS 208 Survey of World Music Cultures. Survey of representative art and popular music cultures of Africa, Asia, the Middle East, and Latin America. Lectures and listening assignments. Concert attendance required.

MUS 210 Theory for Non-Majors. Music notation, aural and written. Scales, intervals, triads, seventh chords, rhythms, simple and compound meters, elementary recitation, dictation, analysis, and composition.

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- Employee Benefit Enrollment and Change Deadlines
- Honoraria Reporting
- Guidelines for Maintaining the Security, Confidentiality, and Integrity of Customer Information

From the Senior Adviser to the President for Equity and Campus Diversity
- Fall 2006 Equity and Campus Diversity Minigrants

From the Chair of the College Senate
- College Senate Meeting
- Curricular Item

From the Vice President for Finance and Management

Current Employee Change Form Revised

Human Resource Management has revised the Current Employee Change Form, which is used to initiate personnel actions for current employees. The revised form can be downloaded at www.buffalostate.edu/offices/hr/forms.asp.

Departments should begin using the new form for any personnel changes for current employees.

The revised form does not require the initiating department to provide the employee's Social Security number. We are reviewing all Human Resource Management forms and reports to determine whether it is necessary to require a Social Security number, and eliminating Social Security information wherever possible. Employees are encouraged to return any forms that contain Social Security numbers by hand delivery or in a sealed envelope marked "confidential.

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Employee Benefit Enrollment and Change Deadlines

November 10

- Flex Spending Account: Health Care Spending or Dependent Care Advantage Account: Enroll online at www.flexspend.state.ny.us or call (800) 358-7202.

November 24

- 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 health insurance premiums in 2007.
- Productivity Improvement Program (PIP): Eligible UUP professional and M/C employees may forfeit three days of vacation in exchange for a $400 credit to be applied toward health insurance premiums in 2007.

November 30

- Voluntarily cancel your health insurance.
- Change from family to individual coverage.
- Change your pre-tax status for insurance deductions.

Note: Unless you have a qualifying event, the 10-week waiting period still applies to enroll in health insurance for the first time, or to add previously eligible dependents to your coverage.

Call Human Resource Management at ext. 4821 to make changes to your health insurance coverage or if you have questions.

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Honoraria Reporting

To comply with 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. Honoraria do not include salary, wages, or fees earned from outside employment. Faculty are not required to declare honoraria received within their academic disciplines.

Although reporting honoraria is required, obtaining prior approval of requests to receive honoraria is optional rather than mandatory. However, the college encourages employees to seek prior approval from the president's designee (your respective vice president) before engaging in an activity that leads to the receipt of honoraria.

If you receive honoraria during the period April 1, 2006, through March 31, 2007, and do not request prior approval from your vice president, you will be required to report the source, date, and amount of honoraria received to your vice president by May 11, 2007.

Information regarding reporting of honoraria 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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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.
- 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.
- Employees should refer to 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 Senior Adviser to the President for Equity and Campus Diversity

Fall 2006 Equity and Campus Diversity Minigrants

The following projects have received approval for funding through the Equity and Campus Diversity Minigrant program for fall 2006:

Scatter My Ashes over Havana: A Day in the Life of Olga Karman ($78)
Submitted by Anastasia Stark, president of Adelante Estudiantes Latino (AEL). Cosponsors included the Caribbean Students Organization, the English Department, and University College. Two programs on October 10 and 12 explored current political realities in Cuba as well as challenges faced by the author in her life as a writer in Cuba.

Symposium on Africa ($2,000)
Submitted by Aimable Twagilimana and the African and African American Studies Interdisciplinary Unit. This "Symposium on Africa" on November 9 and 10 provides an overview of the current challenges and problems that the African continent has faced in the near past and continues to face today. The symposium will involve faculty on campus with expertise on African studies and guest speakers from outside the campus to address such issues as the Darfur crisis (genocide) in the Sudan, HIV/AIDS, Sierra Leone, Liberia, Somalia, the 1994 genocide in Rwanda, the Democratic Republic of Congo, and the Truth and Reconciliation Commission in South Africa.

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Understanding the Relationship between China and Tibet: Historical, Geopolitical, and Cultural Perspectives ($200)
Cosponsored by the Center for China Studies; the Sociology, Geography and Planning, and History and Social Studies Education departments; the School of Natural and Social Sciences; the International Students Organization; and the Student Life Office. On September 14, a faculty panel discussed cultural, historical, and current issues in China in the context of the visit of the 14th Dalai Lama from Tibet, who visited the community in September.

China Week 2006 ($1,200)
Submitted by Zhang Jie, professor of sociology and director of the Center for China Studies. Cosponsors included the Sociology Department, the International Student Affairs Office, International and Exchange Programs, the Research Foundation, the provost and vice president for academic affairs, the President's Office, and China Center activists. The grant supported China Week at Buffalo State College (October 10–15), a culturally diverse international symposium aimed at increasing the awareness of today's Chinese politics, economy, and culture for Buffalo State College students, faculty, and staff. Seventeen professors who have visited China in recent years discussed issues related to China in their classes during the week. The week concluded with the International Symposium of the Association of Chinese Professors of Social Sciences in the United States (ACPSS).

Faculty, students, and staff are encouraged to submit applications for funding for spring 2007 projects by Friday, December 1. For more information, call Dolores E. Battle, senior adviser to the president for equity and campus diversity, at ext. 6210. Additional information and application forms are available at www.buffalostate.edu/equity/documents/Application.doc.

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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, November 17, in E. H. Butler Library 210. Interested faculty and staff are invited to attend.

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Curricular Item

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

New Course:
ENT 335 Industrial Electronics. Essential industrial machines and automation topics such as discrete and analog process control, switches and sensors, control systems, industrial controls, LabVIEW, PLCs, and data acquisition. Laboratory exercises provide practical applications of the industrial electronics that engineering technology graduates are likely to encounter.

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- Honorary Degree Committee
- Campus Safety Forum

From the Vice President and Chief Information Officer
- Faculty Access to Computing Technology COCID Funding Available

From the Chair of the College Senate
- College Senate Meeting
- Curricular Items

From the Chair of the College Council

College Council Reappointment

I am pleased to announce that Gov. George E. Pataki has reappointed Alphonso O'Neil-White, Esq., president and CEO of HealthNow New York Inc., a member of the Buffalo State College Council for a term to expire on June 20, 2013.

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From the President

Commencement Committee

I am pleased to announce the updated membership for the 2006–2007 Buffalo State College Commencement Committee:

William Raffel, Communication, chair; Amitra Hodge, Sociology, vice chair; Patricia Alessandra, Academic Affairs; Mark Bausili, Registrar; Susan Birden, Educational Foundations; Thomas Coates, Events Management; Robert Delprino, Psychology; John DeNisco, Business; Bonita Durand, President's Office; Lloyd Elm, Elementary Education; Lee Ann Grace, International and Exchange Programs; Deborah

Insalaco, Speech-Language Pathology; Lydia Kawaler, Human Resource Management; Melaine Kenyon, Instructional Resources; Marsha Moses, Graduate School; Jill Powell, Institutional Advancement and Development; Jean Salisbury, University College; Gail Wells, Student Life; Craig Werner, English; Rita Zientek, School of the Professions; and Melissa Agard, Michelle Curtis, Matthew Levin-Stankevich, Charles Mays, and Donique Mears, student representatives.

This committee serves as an advisory committee to the president, reviewing and forwarding recommendations for procedural and operational changes to the Commencement ceremony, as well as other processes involved with Commencement.

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Honorary Degree Committee

I am pleased to announce that the following individuals will serve on the 2006–2007 Honorary Degree Committee:

Kevin Railey, English, chair; Laurie Buonanno, Political Science; Wanda Davis, Student Personnel Administration; Marian Deutschman, College and Community Partnerships; Katherine Hartman, Art Education; Charles Kenyon, Student Affairs; Bradley Mazon, Corporate and Foundation Relations; and Paul Theobald, Center for Excellence in Urban and Rural Education. Bonita Durand, 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 doctorates, SUNY's highest academic honor, and preparing nomination portfolios. Honorary degrees are awarded to recognize excellence that exemplifies the mission and purpose 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 Kevin Railey, c/o Maryruth Glogowski, E. H. Butler Library 134 or glogowmf@buffalostate.edu, by Friday, April 6, 2007.

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Campus Safety Forum

The following faculty and staff members will serve on the Campus Safety Forum for 2006–2007: Anthony Hotchkiss, Technology, chair; Charles Kenyon, Student Affairs, administration liaison; Ronald George, Counseling Center; Koleen Greenawalt, Custodial Services; Brian Haggerty, Residence Life; Shirley Hayes, Art Education; Tammy Kresge, Weigel Health Center; Maureen Lindstrom, E. H. Butler Library; Samuel Lunetta, University Police; Latonia Marsh, Judicial Affairs; Carolyn Murphy, Admissions; Paul Murphy, Custodial Services; and James Shea, Technology.

The Campus Safety Forum consists of faculty, students, and staff 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 inquires from concerned persons. Members of the campus community who have concerns about issues related to personal safety may present them to any member of the forum.

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From the Vice President and Chief Information Officer

Faculty Access to Computing Technology COCID Funding Available

SUNY Faculty Access to Computing Technology (FACT), operating under the auspices of the provost and vice chancellor for academic affairs in the Office of Learning Environments, takes great pleasure in announcing its continued sponsorship of Conferences on Computing in the Disciplines (COCID).

The FACT Council is currently accepting COCID proposals for spring, summer, or fall 2007 or spring 2008.

What Is COCID?
The COCID program provides financial support for intercampus scholarly conferences. Conferences are intended to expand communication within SUNY around ways of leveraging technology to support instruction, learning, and research. The overall emphasis of the conferences is on professional development in curricular, instructional, and scholarly matters. By such interchange, both the personal and professional growth of individuals and the programs of instruction and research at participating campuses will be enhanced.

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Who Can Apply for COCID Funding?
COCID proposals are invited from individuals and departments from one or more of the 64 campuses in SUNY: community colleges, colleges of technology, specialized colleges, and university centers.

Where Can I Find More Information?
For detailed COCID submission guidelines and information on submitting proposals, please visit www.fact.suny.edu/cocids.html.

Submission Deadlines
January 15, 2007, for spring 2007 COCID
February 1, 2007, for fall 2007/spring 2008 COCID

Campus Contact
Call Melaine Kenyon at ext. 6679 with questions about the COCID process.

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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, November 17, in E. H. Butler Library 210. Interested faculty and staff are invited to attend. The agenda is posted on the College Senate Web Site.

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Curricular Items

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

Intellectual Foundations Designation and Course Revision:

AMERICAN HISTORY
PSC 102 Introduction to American Government. The nature and scope of political science; ideological foundations of politics; comparative study of the governments of the constitutional, totalitarian, and developing systems; the dynamics of politics and functions of political institutions.

Intellectual Foundations Designation:

NATURAL SCIENCE
GES 101 Introductory Geology

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- Call for Nominations: Outstanding Master's Theses and Projects
- Critique and Evaluation Period

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- Health Insurance Rates and Option Transfer Period
- Empire Plan Deductibles for 2007
- College Will Be Open Last Week of December
- Emergency College Closings

From the Chair of the College Senate
- College Senate Meeting
- Curricular Items

From the President

College Council Meeting

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

Agenda

1. Call to Order
2. Action Items
   Approval of Minutes: September 19, 2006
3. Council Chair's Report
4. President's Report
5. Committee Reports
6. Announcements
7. Adjournment

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From the Provost

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. 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. *Only undergraduates graduating December 2006, May 2007, or August 2007 will be considered.*

SUNY Chancellor's Award for Student Excellence
The Chancellor's Award 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 spring ceremony in Albany and at Commencement. *Only undergraduates graduating between August 2006 and May 2007 will be considered.*

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.

Selection criteria are the same for each award; however, to be considered for the President's Medal a grade point average of 3.5 or higher is required. A student may be nominated for either or both awards.

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.

More information is available online at www.buffalostate.edu/studentlife/x575.xml#presidentsaward or from the Associate Vice President for Campus Life Office, Campbell Student Union 222. Nominations and supporting documentation must be forwarded to Timothy Ecklund, associate vice president for campus life, Campbell Student Union 222, by Friday January 19, 2007.

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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 12, 2007. Students completing graduate programs in December 2006, May 2007, or August 2007 are eligible for nomination.

SUNY Chancellor's Award for Student Excellence
The SUNY Chancellor's Award for Student Excellence 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 2006, December 2006, or May 2007 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, e.g., 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 online and in the Graduate School, Cleveland Hall 204. Nominations and supporting materials must be submitted to Cleveland Hall 204 by Friday, January 19, 2007.

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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. Applications will be accepted for students who have graduated (or will graduate) in December 2005, May 2006, August 2006, or December 2006. 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 School Web site at www.buffalostate.edu/graduatestudies/forms/index.asp?sub=forms. The deadline for submission of nominations and evaluation forms is Tuesday, January 23, 2007.

Please direct questions to Richard Lee, interim dean of the Graduate School, at leerj@buffalostate.edu or ext. 5609.

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Critique and Evaluation Period

Critique and Evaluation Period (CEP) for fall 2006 will take place on Monday, December 11; Tuesday, December 12; Wednesday, December 13; and Thursday, December 14. A study day will be held on Friday, December 8.

CEP provides a single class meeting during which faculty and students have 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 (exams to be scheduled during CEP).

The following regulations govern CEP:

- 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.
- 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).
- Instructors will not schedule a final exam prior to CEP. Instructors may not change the date or time of their final class periods during CEP. In case of emergencies, confer with the appropriate dean and notify University College.
- CEPs will be scheduled for one-hour-and-50-minute periods. Instructors are not to increase or decrease the scheduled CEP time.
- In case of an emergency that would close the school, CEPs scheduled for the time of the closing will be rescheduled as appropriate.
- 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

Health Insurance Rates and Option Transfer Period

Health insurance rates for 2007 have been established and are listed below:

HEALTH PLAN	CSEA, UUP, M/C, PEF, Council 82		NYSCOPBA	
	Individual	Family	Individual	Family
Empire Plan	$22.54	$92.54	$23.66	$96.80
Community Blue	$18.29	$127.35	$18.28	$121.40
Independent Health	$16.20	$84.24	$16.20	$84.24
Univera	$17.03	$106.84	17.03	$100.89

Employees who wish to change their health insurance plan for the coming year have until **Friday, December 29.** We encourage you to complete the option transfer forms as soon as possible. This will avoid retroactive premium adjustments and should allow you to receive new health plan identification cards closer to the coverage effective date, **December 28, 2006.**

"Choices," a summary of health insurance plans, is available in Cleveland Hall 410 or at www.buffalostate.edu/offices/hr/choices_07_brief.pdf. You may want to review this before you decide to change insurance carriers or to remain with your current carrier for your health insurance coverage in 2007. For questions, option transfer forms, or to receive the "Choices" brochure, please contact Human Resource Management at ext. 4821 or kravitll@buffalostate.edu.

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Empire Plan Deductibles for 2007

Effective January 1, 2007, annual deductibles for M/C, UUP, PEF, NYSCOPBA, and Council 82 employees will increase to $335 per enrollee, $335 per enrolled spouse or domestic partner, and $335 for all dependent children combined. This change reflects the 4 percent increase in the medical care component of the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for July 1, 2005, through June 30, 2006.

The annual deductible for CSEA employees will remain at $225.

Empire Plan Coinsurance

Effective January 1, 2007, the maximum coinsurance (out-of-pocket expenses) for the following employees will increase to reflect the change in the Consumer Price Index:

M/C, UUP, and PEF	$1,610
NYSCOPBA and Council 82	$1,241
CSEA	$900

Coinsurance will be reduced to $500 for calendar year 2007 for CSEA employees in (or equated to) salary grade 6 or below as of as of January 1, 2007.

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

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

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College Will Be Open Last Week of December

As previously announced in March of this year, Winter Pause will be discontinued in 2006.

A review of our 2005–2006 Winter Pause experience revealed the following:

- Although it is a relatively quiet time, there is a need to maintain services for students, prospective students, and the college community.
- An increasing number of employees are choosing to work during Winter Pause, and most buildings must, therefore, remain open.
- We are not achieving any real savings in energy costs, which was the reason Winter Pause was instituted.

Individual employees may, of course, request vacation and personal leave, and supervisors and department heads may approve requests as long as there is adequate staffing to allow the department to remain open and provide services. Deans and other unit heads will establish plans for provision of service during the period. Supervisors are encouraged to be as flexible as possible in granting leave requests during the holiday week.

The college will be closed on the Christmas holiday, Monday, December 25, 2006, and the New Year's holiday, Monday, January 1, 2007. Departments may remain closed on Tuesday, December 26, 2006, if employees wish to use vacation time on that day.

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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	WBFO-FM 88.7	WGRZ-TV 2
WNED-AM 970	WBNY-FM 91.3 (campus)	WIVB-TV 4
WECK-AM 1230	WBUF-FM 92.9	WKBW-TV 7
WHLD-AM 1270	WBLK-FM 93.7	
WLVL-AM 1340	WNED-FM 94.5	
WJJL-AM 1440	WJYE-FM 96.1	
WWKB-AM 1520	WGRF-FM 96.9 (97 Rock)	
	WKSE-FM 98.5	
	STAR-FM 102.5	
	WEDG-FM 103.3	
	WHTT-FM 104.1	
	WYRK-FM 106.5	

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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 workday 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, the employee 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.

Revised November 16, 2006

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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 2:00 p.m. Friday, December 8, in E. H. Butler Library 210. Interested faculty and staff are invited to attend. Please note the time change, exclusive to this meeting.

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Curricular Items

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

New Courses:
CIS 413 Multimedia Web Programming
CIS 473 Enterprise Systems Design and Administration

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

New Course:
ENG 380 The History of the Printed Book. Analysis of the printed book as a physical, historical, social, and literary object. Course requires original bibliographical research.

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Intellectual Foundations Designations and New Courses:

HUMANITIES
ENG 160 Introduction to Literature and Film. An analysis of filmic treatments of literary texts. Film as the creative and critical interpretation of fiction or drama; how such films respond to aesthetic, cultural, technological, political, and ideological influences, both in the source text and in the contemporary moment.

ENG 212 Survey of British Literature III. An overview of important movements in British literature from the late Victorian period through contemporary literature, such as Fabianism, Modernism, Marxism, Aestheticism, The Movement and the Angry Young Men, postmodernism, post-Empire writing, Black British writing, and women's and queer literature.

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Intellectual Foundations Designations and Course Revisions:

HUMANITIES

ENG 241 African American Literature since 1940. Realism, naturalism, modernism, and postmodernism in African American literature; black revolutionary thought and artistry in the 1960s and 1970s; neo-slave narratives; African American poetry, fiction, essays, and drama from 1940 to the present; influence of spirituals, gospel, the blues, jazz, sermons, and folktales on contemporary African American writing.

ENG 255 The Short Story. Survey of influential short fiction produced around the world since the nineteenth century. Examines the various literary techniques involved in the craft of short fiction.

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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. LII, No. 16
December 7, 2006

In this issue:

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- Curricular Actions

From the Provost
- Internal Search: Visual Arts Liaison
- Critique and Evaluation Period

From the Vice President for Finance and Management
- Campus Contracts and Agreements Policy

From the Vice President for Student Affairs
- Student Affairs Web Site

From the Chair of the College Senate
- College Senate Meeting
- Curricular Items

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:

New Courses:
CIS 413 Multimedia Web Programming
CIS 473 Enterprise Systems Design and Administration

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From the Provost

Internal Search: Visual Arts Liaison

An internal search is currently being conducted for a visual arts liaison to the dean of the School of Arts and Humanities. For information about this position, visit www.buffalostate.edu/offices/hr/vacancy_fac.asp?page=2.

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Critique and Evaluation Period

Critique and Evaluation Period (CEP) for fall 2006 will take place on Monday, December 11; Tuesday, December 12; Wednesday, December 13; and Thursday, December 14. A study day will be held on Friday, December 8.

CEP provides a single class meeting during which faculty and students have 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 (exams to be scheduled during CEP).

The following regulations govern CEP:

- 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.
- 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).
- Instructors will not schedule a final exam prior to CEP. Instructors may not change the date or time of their final class periods during CEP. In case of emergencies, confer with the appropriate dean and notify University College.
- CEPs will be scheduled for one-hour-and-50-minute periods. Instructors are not to increase or decrease the scheduled CEP time.
- In case of an emergency that would close the school, CEPs scheduled for the time of the closing will be rescheduled as appropriate.
- 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

Campus Contracts and Agreements Policy

All contracts and agreements that involve the use of college-owned equipment, supplies, or facilities and/or require the college to provide any nature of services shall be approved by both the appropriate vice president and the associate vice president/comptroller prior to execution. Contracts and agreements may be signed ONLY by the college president, the vice president for finance and management, the associate vice president/comptroller or the director of purchasing. Any other college employee who signs a contract or agreement may be held personally responsible for its performance (payment, liability, etc.). Any contract executed by an employee without express prior authorization is not valid or binding on Buffalo State College. The Public Officers Law is meant to protect state employees only in the performance

of their official duties. Employees place themselves at potentially great financial risk by entering into such agreements, written or oral, on behalf of the college without express prior authorization in writing.

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From the Vice President for Student Affairs

Student Affairs Web Site

The Student Affairs Web site has been updated. The new address (URL) is www.buffalostate.edu/studentaffairs. Please update links from your Web sites (if applicable) that direct individuals to the Student Affairs Web site. Also, please ensure that all current print publications are updated with the new Student Affairs URL. The point person for the Web site is Daniel Velez; however, site inquiries may be directed to Kathy Marzolf at marzolkl@buffalostate.edu.

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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 2:00 p.m. Friday, December 8, in E. H. Butler Library 210. Interested faculty and staff are invited to attend. Please note the time change, exclusive to this meeting. The meeting's agenda is posted on the College Senate Web site.

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Curricular Items

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

Course Revisions:

AED 688 Seminar I: Art Education (formerly AED 688: Seminar in Art Education). Introduction and expansion of contemporary issues, theories, and approaches in art education. Students review and critically analyze relevant literature to develop a special area of interest as a focus for a master's project. Culminates in development of a literature review in preparation for AED 689 Seminar II: Research, in which students write a proposal for a master's project or thesis. The project or thesis is then completed in AED 690.

AED 689 Seminar II: Art Education (Research) (formerly AED 689: Research). Introduction to issues and procedures commonly used to conduct a study in art education. Students adapt and apply research or curricular methodologies to create

a master's project proposal that meets their individual professional needs and interests.

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Vol. LII, No. 17
December 14, 2006

In this issue:

From the President
Response to Senate Recommendation

From the President

Response to Senate Recommendation

At its November 17, 2006, meeting, the College Senate voted to recommend approval of the designation of upper-level courses as follows:

> *In order for any new or revised course to receive an upper-level designation (300 or 400), the department should provide evidence of at least two of the following criteria:*
>
> - *Requirement of a prerequisite course, courses, or instructor permission.*
> - *Course content, assessment, and learning outcomes demonstrating evidence of greater focus or depth in the content than lower-level introductory or survey courses.*
> - *Course content, assessment, and learning outcomes targeting a higher order of critical thinking than lower-level introductory or survey courses.*

I accept the recommendation of the College Senate and hereby approve the revisions to the requirements for upper-level course designation effective spring 2007.

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Vol. LII, No. 18
December 21, 2006

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Leave Accruals to Be Restored for October 13 Snowstorm
From the Vice President for Student Affairs
Grant Allocation Committee Request for Proposals (RFP) Application
From the Chair of the College Senate
Curricular Items

From the Vice President for Finance and Management

Leave Accruals to Be Restored for October 13 Snowstorm

The New York State Civil Service Commission has approved the request for suspension of the attendance rules for state employees with work locations in Erie, Genesee, Niagara, and Orleans counties who were absent due to the storm on Friday, October 13, 2006.

This suspension applies only to full-day absences that were directly related to the storm. It does not apply to employees who were out on approved absences that were not storm-related, such as sick leave or scheduled vacation.

The Human Resource Management and Payroll offices will review the attendance reports filed by professional and management employees and the biweekly timesheets submitted by classified employees to restore vacation or personal leave charged for October 13. The changes will be reflected in the classified employee biweekly timesheets for the pay period ending December 13, and in the January 2007 attendance reports for professional and management employees.

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*m the Vice President
Student Affairs*

nt Allocation Committee Request for Proposals (RFP)
lication

Grant Allocation Committee has received a record number of applications for
ing. Many applications are still requesting funds for food or refreshments.
ording to committee guidelines, approved funds may not be used to pay for food
efreshments. Requests of this nature will not be considered during committee
berations.

ditionally, the committee has revised the "Applications" section of the RFP to
lude section "3F," which states:

> *If your department/organization received funding within the past two years by this committee, you must provide a report on the results of the past program and explain how the proposed program relates (if applicable) to the previously funded program. Applications that fall into this category and are received without this report on file may not be considered for funding.*

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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 forwarded to the president for review and approval:

Minor Revision:
Chemistry (1726)

New Course:
BUS/CRS/UNC 201 Foundations of Leadership

Course Revisions:
CIS 425 Object-Oriented Development
CIS 470 Data Communications
FTT 109 Apparel Assembly Processes
SPC 103 Introduction to Human Communication

Intellectual Foundations Designations:

SOCIAL SCIENCE
PSY 101 Introductory Psychology

HUMANITIES

ntroduction to Human Communication

wing have been received in the College Senate Office and forwarded to the Curriculum Committee for review and approval:

tual Foundations Designations:

SITY
353 Native American Literature
311 Intercultural Communication
333 Minorities and the Media

ANITIES
252 British Modernism

llectual Foundations Designations and Course Revisions:

MANITIES and DIVERSITY
IG 231 Women in Literature. The images of women in literature as they reflect itudes about women and their roles. Emphasis on authors and eras varies with structors.

OCIAL SCIENCE
LP 206 Language Development. Introduction to the nature and scope of anguage development in children; children's acquisition of language, speech sounds, words, sentence structure, and meaning; factors that influence language development.

NATURAL SCIENCE
SLP 220 Introduction to Communication Disorders. Characteristics and causes of speech, language, and hearing disorders in children and adults; methods of assessment and treatment; anatomy of speech and hearing mechanisms; basic information on normal and abnormal speech and language development.

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Vol. LII, No. 19
January 11, 2007

In this issue:

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Curricular Actions
From the Provost
2006–2007 Provost's Incentive Grants
From the Chair of the College Senate
Curricular Items

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:

Minor Revision:
Chemistry (1726)

New Courses:
BUS/CRS/UNC 201 Foundations of Leadership
IDE 152 Introduction to Color Rendering
IDE 153 Spatial Explorations and Model Building
MUS 122 Introduction to Music Studies and Careers
MUS 220 Technology Applications for Music Education
MUS 346 Field Experience in Elementary Music
MUS 353 Field Experience in Music for Exceptional Learners
MUS 361 Field Experience in Secondary Instrumental Music
MUS 362 Secondary Choral Methods
MUS 363 Field Experience in Secondary Choral Music

Course Revisions:
CIS 425 Object-Oriented Development
CIS 470 Data Communications
FTT 109 Apparel Assembly Processes
IDE 101 Introduction to Interior Design (formerly DES 260)
IDE 102 Materials and Color (formerly DES 366)
IDE 151 Mechanical and Perspective Drawing (formerly DES 105, DES 309)
IDE 201 Interior Design I (formerly DES 310)

IDE 251 Interior Design II (formerly DES 360)
IDE 252 Construction Fundamentals II (formerly DES 365)
IDE 301 Interior Design III (formerly DES 361)
IDE 303 Interior Detailing (formerly DES 369)
IDE 351 Interior Design IV (formerly DES 460)
IDE 401 Interior Design V (formerly DES 461)
IDE 402 Lighting Design (formerly DES 368)
MUS 302 Music History I: Antiquity through Baroque
MUS 303 Music History II: Classic through Contemporary
MUS 321 Composition, Improvisation, and Arranging
MUS 360 Secondary Instrumental Methods
SPC 103 Introduction to Human Communication

Intellectual Foundations Designation:

HUMANITIES
SPC 103 Introduction to Human Communication

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From the Provost

2006–2007 Provost's Incentive Grants

Applications are now being accepted for Provost's Incentive Grants for academic year 2006–2007. Awards of up to $1,000 are available to tenured and tenure-track faculty members to assist with travel, purchase of materials, conference fees, and other support for scholarly, research, and creative activities.

Preference will be given to those projects that provide a definite benefit to the grant recipient's professional development and will result in refereed publications, juried exhibits, invitational solo showings, and/or presentations at professional conferences. A selection committee of faculty from the four schools will review all proposals.

Applications must be submitted by 4:00 p.m. Thursday, February 8. Research, scholarship, and creative activities should be conducted from March 15, 2007, to March 15, 2008. Application instructions can be obtained from the Academic Affairs Office, Cleveland Hall 519, or the Academic Affairs Web site, www.buffalostate.edu/academicaffairs. Please call Janet Ramsey, ext. 5906, with questions.

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Curricular Deadline: Extension

Curricular proposals should reach the College Senate Office, Cleveland Hall 211, by Friday, March 30, to allow sufficient time for spring-semester processing. Proposals received after March 30 are not guaranteed action before the end of the semester.

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Curricular Items

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

New Courses:

PSC 318 Democracy and Peace: Principles and Practices in the Urban Experience. Development of politics, democracy, and justice from the experience of urban communities, particularly in light of economics, peace, and race issues.

SPC 315 Media Performance. Principles and theories of voice performance for radio and other forms of media technology; techniques for marking and reading written scripts; focus on body language and vocal nuance; application to animation, storytelling, and commercial voiceovers.

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Amy E. Bianchi
Allison R. Brady
Joel A. Capellán
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Angela Cruz
Shelly Dhingra
Aneliya Dobreva
Laura A. Donnelly
Brian D. Dubenion
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Felicia M. Stanley
Rachel L. Sunley
Christina T. Surdi
LaShante M. Thomas
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Lauren A. White
Michael C. Wolf
Jinghua Yao

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From the Chair of the College Senate

Senate Vacancies: Call for Nominations March 12–March 30

At-large and University Faculty Senate positions will become vacant on August 27. A call for nominations and information about candidates' statements can be found online. The call for nominations will begin on Monday, March 12, and continue through Friday, March 30. Elections will begin on Monday, April 9, and continue through Friday, April 20.

Faculty members, faculty librarians, and professional and support staff whose total service in the College Senate would not exceed six consecutive years by the end of this term (September 2007–August 2010) are eligible to run for office. Nominees are asked to provide a short statement about their interest in serving as an at-large or University Faculty senator, and post their statements on the Senate electronic voting site by sending the materials to Judy Janus, Senate secretary. Details are provided on the Senate Web site.

Individuals running for a senator position in another election may not also run for an at-large senator or University Faculty senator position while the other election is being conducted. If the other election concludes during the period when nominations for at-large or University Faculty senator are still being accepted, eligible individuals may self-nominate for either position.

If you are interested in being a candidate, please contact Judy Janus, ext. 5139. We look forward to your participation in the vital process of campus governance.

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may be addressed to Daniel Velez, assistant to the vice president for student affairs, Cleveland Hall 519, ext. 5550.

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Weigel Health Center Reaccreditation

Buffalo State College's Weigel Health Center has been reaccredited by the Accreditation Association for Ambulatory Health Care (AAAHC/Accreditation Association) for three more years.

Status as an accredited organization means the student health center has passed a series of rigorous and nationally recognized standards for the provision of quality health care set by the Accreditation Association. More than 3,000 ambulatory health-care organizations across the United States are accredited by AAAHC.

"Accreditation underscores our long-standing commitment to providing the highest possible levels of quality care to the community we serve," said Angeline Price, the health center's associate director. "We are pleased and proud to have our efforts recognized with this accreditation."

Ambulatory health-care organizations seeking accreditation by AAAHC undergo an extensive on-site, peer-based survey of their facilities and services. Not all ambulatory health-care organizations seek accreditation; not all undergoing the on-site survey are granted accreditation.

Among the types of ambulatory health-care organizations that can seek AAAHC accreditation are ambulatory and office-based surgery centers, single and multi-specialty group practices, college health centers, dental group practices, community health centers, occupational health centers, and managed care organizations. Buffalo State's Weigel Health Center is the only Western New York college health center that has received this accreditation.

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Who's Who Among Students in American Universities and Colleges

The 2007 edition of Who's Who Among Students in American Universities and Colleges will include the names of 41 students from Buffalo State College who have been selected as national outstanding campus leaders.

Buffalo State's campus nominating committee and the editors of the annual directory have included the names of these students based on their academic achievement, service to the community, leadership in extracurricular activities, and potential for continued success. They join an elite group of students from more than 2,000 institutions of higher learning in all 50 states, the District of Columbia, and several foreign nations. Outstanding students have been honored in the annual directory since it was first published in 1934.

Students named this year from Buffalo State College are:

Mona M. Abdulla
Kristine L. Anderson
Yvonne Martek
Latoya M. McRae

$20,000 or more (contract)	Monday, June 4
Less than $20,000	Friday, June 15

Purchase requisitions for computer equipment and equipment replacement requirements, as well as purchases through OfficeMax for office supplies, also must adhere to these deadlines.

Important note: It is the responsibility of departments to ensure that all requisitions for fiscal year 2006–2007 are received in the Purchasing Office by the above deadlines. Late requisitions will not be processed. Requests received through campus mail after the deadlines will be returned.

Call Terri Locher in the Purchasing Office at ext. 4113 with questions.

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EAP Workshop: Advance Directives and Living Wills

The Employee Assistance Program at Buffalo State is pleased to sponsor "Advance Care Planning: A Gift," a free workshop on living wills and health-care proxies, from noon to 1:00 p.m. Friday, April 20, in Bacon Hall 217.

Who will speak for you if you can't speak for yourself? 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 one-hour 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. 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. Please contact Nancy Paschke, EAP chair, ext. 4237, to reserve a seat. Please feel free to bring your lunch.

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From the Vice President for Student Affairs

Grant Allocation Committee Request for Proposals

The Auxiliary Services Grant Allocation Committee (GAC) is requesting proposals from individuals, departments, and student clubs and organizations for funding of programs, speakers, and events to take place during the 2007–2008 academic year. Application guidelines and materials are available online. The deadline to submit applications under this funding cycle is Friday, March 30. Questions about the GAC

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- Purchase Requisition Deadlines
- EAP Workshop: Advance Directives and Living Wills

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- Grant Allocation Committee Request for Proposals
- Weigel Health Center Reaccreditation
- Who's Who Among Students in American Universities and Colleges

From the Chair of the College Senate
- Senate Vacancies: Call for Nominations March 12–March 30
- Curricular Deadline: Extension
- Curricular Items

From the Vice President for Finance and Management

Search for Deputy Chief of University Police

The University Police Department is conducting an internal search for the position of deputy chief of university police. The chair of the search committee, Scott Phillips, assistant professor of criminal justice, will accept applications until Friday, April 6. Please refer to the professional vacancy announcement on the Human Resource Management Web site for details.

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Purchase Requisition Deadlines

Requisitions for supplies, materials, services, and equipment from fiscal year 2006–2007 funds must be received in the Purchasing Office by the close of business on the following dates:

$20,000 or more (noncontract)	Tuesday, May 1

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2006–2007 publication schedule:

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September 7, 14, 21, 28	February 1, 8, 15, 22	July 19
October 5, 12, 19, 26	March 1, 8, 15, 22, 29	
November 2, 9, 16, 30	April 12, 19, 26	
December 7, 14, 21	May 3, 10, 17	

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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CRJ 101 Introduction to Criminal Justice. Introductory analysis of the agencies and processes of the criminal justice system, including an examination of patterns of crime and victimization; underlying ideologies; procedures, functions, and structure; fundamental legal concepts; interaction between various social groups and the criminal justice system; and organization, discretion, and decision-making of police, criminal courts, and correctional services.

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Curricular Items

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

Program Revisions:
M.S. Adult Education (6850)
Graduate Certificate in Adult Education (6851)

New Minor Program:
Study of Understanding Community, Diversity, and Peace (Geography and Planning Department)

New Courses:
ADE 634 Workplace Literacy. Designing, teaching in, and assessing workplace-literacy and job-readiness programs. Methods of developing customized curricula and teaching literacy and ESL via a sociocultural literacy framework. Analysis and critique of case studies that focus on (1) federal, state, and local workforce policies; (2) educating, training, and re-skilling an underskilled workforce in a global economy; and (3) issues of diversity in the workplace.

ENG 645 Literature and Social Justice. The study of the intersection between literature and social justice movements throughout the world; examination of modes of literary presentation for social justice discourse.

SOC 484 Practicum in Teaching Sociology. How sociology courses are constructed and administered. Instruction in lecture development, exam construction, and record keeping. Experience in mentoring and helping to prepare students for exams. Required journal and analysis paper.

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New Course and Intellectual Foundations Designation:

TECHNOLOGY AND SOCIETY
ENG 380 History of the Book. Analysis of the printed book as a physical, historical, social, and literary object. Course requires original bibliographical research.

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Course Revisions and Intellectual Foundations Designations:

DIVERSITY
ENG 354 Ethnic American Literature. The background, development, and contemporary contribution of ethnic American literatures and individual authors; the literary characteristics of the texts; the subject's contribution to the field of American literature; and its place in today's society.

HIS 311 American Immigration and Ethnicity. Immigration and ethnicity from the colonial period to the present. World population movements, shifts in governmental immigration policy, the changing meaning of ethnicity and race, and its impact on the immigrant experience. How and why immigrants came, degree of assimilation and alienation, work and leisure experiences, demographics, coping mechanisms, transmission of cultural traditions, and generational differences.

SOCIAL SCIENCE

SOCIAL SCIENCE
PSY 101 Introductory Psychology

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From the Vice President for Finance and Management

From Institutional Advancement and Development
Bulletin announcements from Institutional Advancement and Development will appear under the Finance and Management heading while the unit reports to the vice president for finance and management.

10th Annual Bengal 5K Run and Fun Walk

Exercise your Bengal spirit! Put on your running or walking shoes and gear up for the Buffalo State College Alumni Association's 10th annual Bengal 5K Run and Fun Walk on Saturday, March 24, at 9:30 a.m. on the Buffalo State College campus. Proceeds from this event benefit the Alumni Association's Legacy Scholarship Fund, a scholarship awarded annually to a deserving student who is a child or grandchild of a Buffalo State graduate. This year's Bengal 5K is being held in memory of Dr. Carmine A. Grande, race founder and vice president for institutional advancement and development, and is part of a special series of events celebrating the 135th anniversary of Buffalo State College.

Buffalo mayor Byron Brown, '83, will kick off the race, and Claudine Ewing, '92, news reporter for WGRZ-TV 2, will serve as master of ceremonies for the Post-Race Bengal Brunch.

Advance registration will run through March 21 at a cost of $18 (general), $16 (Buffalo State faculty, staff, or alumnus), or $10 (student, any age). Fees increase after March 21. A special advance registration discount for groups of 10 or more Buffalo State faculty/staff members or students (from any school, college, university, etc.) representing a sports team, residence hall, club, and/or organization is being offered. This is a Champion Chip race, and designer race T-shirts will be given to the first 400 registrants.

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Our race has also teamed up with Canisius High School and Canisius College for a new series of races called the Queen City Triple Crown. Participate in the Chilly Challenge on February 25, Bengal 5K on March 24, and Shoes for the Shelter on April 15 and have a chance to win special awards based on cumulative times earned through participation in all three races.

Following the Begal 5K, enjoy great food and beverages, fellowship, and fun at the popular Post-Race Bengal Brunch and a chance to win fabulous door prizes. Awards will be given to the top male and female runners overall, top three male and female runners in a variety of age groups, top male and female Buffalo State faculty or staff

runners, top male and female alumnus runners, and top male and female student runners. Special awards will also go to the student group with the largest number of race participants and to the Buffalo State faculty/staff team with the fastest time (based on the top five finishers).

To run, walk, or volunteer, contact Jen Small, race director, ext. 6001, or visit www.buffalostatebengal5k.org.

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From the Chair of the College Senate

Senate Vacancies: Call for Nominations March 12–March 30

At-large and University Faculty Senate positions will become vacant on August 27. A call for nominations and information about candidates' statements can be found online. The call for nominations will begin on Monday, March 12, and continue through Friday, March 30. Elections will begin on Monday, April 9, and continue through Friday, April 20.

Faculty members, faculty librarians, and professional and support staff whose total service in the College Senate would not exceed six consecutive years by the end of this term (September 2007–August 2010) are eligible to run for office. Nominees are asked to provide a short statement about their interest in serving as an at-large or University Faculty senator, and post their statements on the Senate electronic voting site by sending the materials to Judy Janus, Senate secretary. Details are provided on the Senate Web site.

Individuals running for a senator position in another election may not also run for an at-large senator or University Faculty senator position while the other election is being conducted. If the other election concludes during the period when nominations for at-large or University Faculty senator are still being accepted, eligible individuals may self-nominate for either position.

If you are interested in being a candidate, please contact Judy Janus, ext. 5139. We look forward to your participation in the vital process of campus governance.

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Curricular Deadline: Extension

Curricular proposals should reach the College Senate Office, Cleveland Hall 211, by Friday, March 30, to allow sufficient time for spring-semester processing. Proposals received after March 30 are not guaranteed action before the end of the semester.

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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:

New Program:
B.A. Television Arts (0603)

Minor Revision:
Criminal Justice (1771)

New Courses:
TVA 201 Introduction to Television Arts
TVA 301 Storytelling Process I
TVA 304 Writing for Television Arts
TVA 401 Storytelling Process II
TVA 420 Senior Project I
TVA 450 Senior Project II
TVA 460 Adaptation
TVA 480 Advanced Directing/Producing I
TVA 481 Advanced Directing/Producing II

Intellectual Foundations Designation:

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Curricular Items

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

Course Revisions:

COM 302 Principles of Journalism. Overview of journalism and its historical, ethical, and professional base; focus on news sources, with practice in information-gathering techniques.

COM 303 Print News I: Reporting. Practice in news writing for print and online publications; theory, form, and techniques in writing news; focus on leads and various types of reporting scenarios; experience in writing under deadline pressure.

COM 319 Print News II: Editing. Theory and practice in copy editing, headline writing, and preparation of news for publication and online presentation; analysis and evaluation of news content; practice in working under time pressure.

COM 325 Feature Writing. Theory and advanced practice in writing magazine articles, newspaper features, and similar stories for online publications; writing for specialized audiences; introduction to freelance procedures.

COM 337 Electronic News I: Producing. News writing and producing for electronic media in a studio setting; theory, form, and techniques of writing and presenting news for radio and television; practice in reporting, writing, and presentation under deadline pressure.

COM 338 Electronic News II: Reporting. News reporting for electronic media in nonstudio locations; practice in reporting, writing, and news presentation under deadline pressure; techniques of using cameras and editing equipment.

Course Revision:

INTELLECTUAL FOUNDATIONS

HON 100 Honors Foundations of Inquiry. Introduction to the Intellectual Foundations program for honors students, focused on critical and creative thinking and research skills applied to interdisciplinary topics. Identification, analysis, and evaluation of arguments' elements, form, strength, and validity. Emphasis on critical reading, argument construction, intellectual curiosity, fair-mindedness, and exploration of beliefs and values.

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If you receive honoraria during the period April 1, 2006, through March 31, 2007, and do not request prior approval from your vice president, you will be required to report the source, date, and amount of honoraria received to your vice president by May 11, 2007.

Information regarding reporting of honoraria 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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From the Chair of the College Senate

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Curricular Deadline: Extension

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Twenty-five Year Employee 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 on Tuesday, April 10, at noon at the Hyatt Regency Buffalo, Two Fountain Plaza.

This annual event serves to honor our colleagues for their years of service and dedication to Buffalo State. The following 16 employees have crossed the 25-year mark this year:

Lucy Andrus, Art Education
Paul J. Bentkowski, Computing and Technology Services
Linda J. Delaney, Information Technology Exchange Center
John L. DeNisco, Business
Donna M. Hayes, Dietetics and Nutrition
David J. Kukulka, Technology
George C. Newman, E. H. Butler Library
R. Karen O'Quin, School of Natural and Social Sciences
John J. Prentice, Campus Services and Facilities
Deborah K. Renzi, Social Work
Debra A. Saddleson, Computing and Technology Services
Romney G. Taylor, Computing and Technology Services
Janice L. Troutman, History and Social Studies Education
Barbara J. Vaughan, E. H. Butler Library
Susan F. Wright, Student Accounts
Stephanie B. Zuckerman-Aviles, Career Development Center

If you wish to attend the luncheon, please submit a registration form, or call Ginny Bolz or Melissa Slisz at ext. 4101 or 4102. Reservations will be accepted through Tuesday, April 3.

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From the Provost

Change in GE2K

The Academic Council and Provost Ponton have approved the following change in General Education 2000 (GE2K), effective immediately: All courses used for the Basic Math GE2K requirement can satisfy multiple requirements, in the same way that courses used for the Mathematics and Quantitative Reasoning requirement in Intellectual Foundations may be used to satisfy multiple requirements.

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Women's History Month Events

Sponsored by the Women's Studies Interdisciplinary Unit, Jennifer Ryan, coordinator

Buffalo Women Making History I, featuring Anne Harrington of Loaves and Fishes Dining Room, Rosa Gibson of Community Action Information Center, Terri Mazza of

Vive la Casa Refugee Center, and Constance Eve of Women for Human Rights and Dignity Inc.
Tuesday, March 13, 12:15–1:30 p.m.
E. H. Butler Library 210

Buffalo Women Making History II, featuring Marie Cannon of the Girl Scouts Council of Buffalo and Erie County Inc., Donna Fernandez of the Buffalo Zoo, Marian Deutschman of the League of Women Voters, and Tamara Brown of the American Association of University Women
Tuesday, March 20, 12:15–1:30 p.m.
Classroom Building B332

All students, faculty, and staff are encouraged to attend.

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From the Vice President for Finance and Management

Records Access Officer Named

Lisa H. Krieger, assistant to the vice president for special projects, will serve as the records access officer for Buffalo State College. She will be responsible for responding on behalf of the college to all requests made under the Freedom of Information law.

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Honoraria Reporting

To comply with 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. Honoraria do not include salary, wages, or fees earned from outside employment. Faculty are not required to declare honoraria received within their academic disciplines.

Although reporting honoraria is required, obtaining prior approval of requests to receive honoraria is optional rather than mandatory. However, the college encourages employees to seek prior approval from the president's designee (your respective vice president) before engaging in an activity that leads to the receipt of an honorarium.

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- Honoraria Reporting

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- Curricular Items

From the President

College Council Meeting

The next meeting of the Buffalo State College Council will be held at 4:00 p.m. Tuesday, March 13, in Cleveland Hall 518.

Agenda

1. Call to Order
2. Action Items
   Approval of Minutes: December 5, 2006
3. Council Chair's Report
4. President's Report
5. Announcements
6. Adjournment

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New Course:
MAT 491 Capstone Research in Mathematics

Course Revision:
MAT 521 Math for Teachers: Geometry

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Curricular Items

The following was received in the College Senate Office and forwarded to the Senate Curriculum Committee for review and approval:

New Course:
BSC 301 Advanced Foundations of Inquiry. This course frames the Intellectual Foundations program for transfer students, focusing on advanced critical and creative thinking and research skills applied to interdisciplinary topics. Emphasis on argument construction, evaluation, logical structure and validity, critical reading, intellectual curiosity, fair-mindedness, and exploration of beliefs and values. Credit may not be granted for both BSC 101 and BSC 301.

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

New Program:
B.A. Television Arts (0603)

Minor Revision:
Criminal Justice (1771)

New Courses:
TVA 201 Introduction to Television Arts
TVA 301 Storytelling Process I
TVA 304 Writing for Television Arts
TVA 401 Storytelling Process II
TVA 420 Senior Project I
TVA 450 Senior Project II
TVA 460 Adaptation
TVA 480 Advanced Directing/Producing I
TVA 481 Advanced Directing/Producing II

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From Institutional Advancement and Development
Bulletin announcements from Institutional Advancement and Development will appear under the Finance and Management heading while the unit reports to the vice president for finance and management.

2007–2008 Alumni Association Scholarships

Faculty and staff are asked to share the following information with their students:

Applications are now available for the 20 scholarship opportunities offered through the Buffalo State Alumni Association. Scholarships range from $150 to $1,000. To apply, students must submit a completed application form, an essay, and two reference forms to the Alumni Affairs Office, Cleveland Hall 305, by 5:00 p.m. Friday April 13. Applications are available online or from the Alumni Affairs Office, Cleveland Hall 305, ext 6001.

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From the Vice President for Student Affairs

Grant Allocation Committee Request for Proposals

The Auxiliary Services Grant Allocation Committee (GAC) is requesting proposals from individuals, departments, and student clubs and organizations for funding of programs, speakers, and events to take place during the 2007–2008 academic year. Application guidelines and materials are available online. The deadline for submitting applications under this funding cycle is Friday, March 30. Questions about the GAC may be addressed to Daniel Velez, assistant to the vice president for student affairs, Cleveland Hall 519, ext. 5550.

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From the Chair of the College Senate

Correction: Curricular Items

The following new course and course revision were erroneously omitted from the February 15 issue of the *Bulletin.* They should have been included among the curricular items approved by the Senate Curriculum Committee and forwarded to the president for review and approval. These items were in fact forwarded to the president in hard-copy form, and they were approved by the president in the February 22 *Bulletin.* We regret the error.

For more information or to register for a SkillSoft account, visit www.buffalostate.edu/offices /hr/skillsoft.asp.

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Web Templates and Web Site Support
Web template training, service, and support are available for academic departments and administrative offices. The College Relations Office offers training especially for campus Web developers. Courses include Using the Web Template System, Introduction to HTML, Customizing Your Web Site for Search Engines, and Understanding Site Traffic Logs. Employees may review course descriptions and register at http://bscintra.buffalostate.edu/registration.

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 Vice President for Finance and Management

College Telephone Use Policy

This policy describes the assignment, use, and management of desk and cellular telephones by 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.

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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Banner Training for Department Chairs	Friday, March 16	11:00 a.m.–noon
Banner Training for Faculty	Monday, March 19	1:00–2:00 p.m.
Banner Training for Department Secretaries	Monday, March 19	2:30–3:30 p.m.
Banner Training for Department Chairs	Tuesday, March 20	9:00–10:00 a.m.
Web Site Statistics: Urchin	Wednesday, March 21	10:00–11:00 a.m.
Banner Training for Faculty	Wednesday, March 21	1:00–2:00 p.m.
Banner Training for Department Secretaries	Wednesday, March 21	2:30–3:30 p.m.
ANGEL: Assessment Tools	Thursday, March 22	9:00–11:00 a.m.
Banner Training for Department Chairs	Thursday, March 22	11:00 a.m.–noon
Banner Training for Faculty	Thursday, March 22	2:00–3:00 p.m.
Banner Training for Department Chairs	Friday, March 23	10:00–11:00 a.m.
Banner Training for Department Secretaries	Friday, March 23	2:00–3:00 p.m.
Banner Training for Department Chairs	Monday, March 26	2:00–3:00 p.m.
Using the Web Template System	Tuesday, March 27	10:00–11:30 a.m.
Banner Training for Students/Student Support Staff	Tuesday, March 27	1:00–2:00 p.m.
Banner Training for Faculty	Tuesday, March 27	2:30–3:30 p.m.
Banner Training for Faculty	Wednesday, March 28	9:00–10:00 a.m.
Banner Training for Department Secretaries	Wednesday, March 28	10:00–11:00 a.m.
ANGEL: Managing and Maintaining a Course	Wednesday, March 28	1:00–3:00 p.m.
Banner Training for Students/Student Support Staff	Wednesday, March 28	1:00–2:00 p.m.
Banner Training for Students/Student Support Staff	Thursday, March 29	9:00–10:00 a.m.
Banner Training for Department Secretaries	Thursday, March 29	11:00 a.m.–noon
Banner Training for Faculty	Thursday, March 29	1:30–2:30 p.m.
Banner Training for Students/Student Support Staff	Friday, March 30	10:00–11:00 a.m.
Banner Training for Department Secretaries	Friday, March 30	2:00–3:00 p.m.

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SkillSoft E-Learning
Faculty, staff, and students have unlimited 24/7 access to over 2,000 online business and technology courses and over 7,000 unabridged books on the Internet through SkillSoft, a leading provider of e-learning and performance support solutions. SkillSoft offers a combination of flexible learning technologies including Books24x7, live mentoring, practice certification exams, express guide manuals, job aids, skillbriefs, and simulations. SkillSoft is also supported on Mac operating systems.

computer training classes. Unless otherwise stated, classes are held in CyberQuad, E. H. Butler Library 318. Please bring a USB flash drive (to save your work), 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. 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 6.0 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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March 2007 Workshops
Note: All Banner training classes will be held in CyberQuad 316.

ANGEL: Using the Communications Features	Monday, March 5	9:00–11:00 a.m.
Apple Virtualization Demo	Friday, March 9	10:00–11:30 a.m.
ANGEL: Assessment Tools	Monday, March 12	2:00–4:00 p.m.
Using the Web Template System	Tuesday, March 13	10:00–11:30 a.m.
Banner Training for Faculty	Tuesday, March 13	1:00–2:00 p.m.
Banner Training for Department Chairs	Tuesday, March 13	2:30–3:30 p.m.
Banner Training for Department Chairs	Wednesday, March 14	9:30–10:30 a.m.
Banner Training for Faculty	Wednesday, March 14	11:00 a.m.–noon
Banner Training for Faculty	Wednesday, March 14	2:00–3:00 p.m.
ANGEL: Using the Communications Features	Thursday, March 15	9:00–11:00 a.m.
Banner Training for Faculty	Thursday, March 15	10:00–11:00 a.m.
Banner Training for Department Chairs	Thursday, March 15	2:00–3:00 p.m.

- *Provide an assessment of the fee increase one year from its inception, including the impact on services and financial impact on students;*
- *Investigate the possibility of indexing the fee to an appropriate price index;*
- *Investigate alternative sources of funding, specifically insurance reimbursement; and*
- *Perform a survey of student needs to determine appropriate hours of operation, including weekends, and additional services.*

I also accept the recommendation of the College Senate and charge the provost with responsibly of overseeing the completion of the tasks as outlined above.

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From the Provost

Women's History Month Events

Sponsored by the Women's Studies Interdisciplinary Unit, Jennifer Ryan, coordinator

Buffalo Women Making History I, featuring Anne Harrington of Loaves and Fishes Dining Room, Rosa Gibson of Community Action Information Center, Terri Mazza of Vive la Casa Refugee Center, and Constance Eve of Women for Human Rights and Dignity Inc.
Tuesday, March 13, 12:15–1:30 p.m.
E. H. Butler Library 210

Buffalo Women Making History II, featuring Marie Cannon of the Girl Scouts Council of Buffalo and Erie County Inc., Donna Fernandez of the Buffalo Zoo, Marian Deutschman of the League of Women Voters, and Tamara Brown of the American Association of University Women
Tuesday, March 20, 12:15–1:30 p.m.
Classroom Building B332

All students, faculty, and staff are encouraged to attend.

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From the Vice President and Chief Information Officer

Computer Training, SkillSoft E-Learning, Web Templates, and Web Site Support

Computing and Technology Services and the Information Commons offer monthly

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Vol. LII, No. 26
March 1, 2007

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From Institutional Advancement and Development
2007–2008 Alumni Association Scholarships
From the Vice President for Student Affairs
Grant Allocation Committee Request for Proposals
From the Chair of the College Senate
Correction: Curricular Items
Curricular Items

From the President

Responses to Senate Recommendations

At its February 9, 2007, meeting, the College Senate voted to forward to the president the following recommendations pertaining to the Student Health Fee:

Recommendation One:
Increase the Student Health Fee by $40, from $75 to $115 per semester, beginning in fall 2007.

I accept the recommendation of the College Senate and hereby authorize an increase in the Student Health Fee to $115 per semester, effective with the fall 2007 semester.

Recommendation Two:
The administration, or designate, shall:

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About the *Bulletin*

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2006–2007 publication schedule:

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November 2, 9, 16, 30	April 12, 19, 26	
December 7, 14, 21	May 3, 10, 17	

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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Understanding Site Traffic Logs. Employees may review course descriptions and gister at http://bscintra.buffalostate.edu/registration.

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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		a.m.
Web Site Statistics: Urchin	Wednesday, March 21	10:00–11:00 a.m.
Banner Training for Faculty	Wednesday, March 21	1:00–2:00 p.m.
Banner Training for Department Secretaries	Wednesday, March 21	2:30–3:30 p.m.
ANGEL: Assessment Tools	Thursday, March 22	9:00–11:00 a.m.
Banner Training for Department Chairs	Thursday, March 22	11:00 a.m.–noon
Banner Training for Faculty	Thursday, March 22	2:00–3:00 p.m.
Banner Training for Department Chairs	Friday, March 23	10:00–11:00 a.m.
Banner Training for Department Secretaries	Friday, March 23	2:00–3:00 p.m.
Banner Training for Department Chairs	Monday, March 26	2:00–3:00 p.m.
Using the Web Template System	Tuesday, March 27	10:00–11:30 a.m.
Banner Training for Students/Student Support Staff	Tuesday, March 27	1:00–2:00 p.m.
Banner Training for Faculty	Tuesday, March 27	2:30–3:30 p.m.
Banner Training for Faculty	Wednesday, March 28	9:00–10:00 a.m.
Banner Training for Department Secretaries	Wednesday, March 28	10:00–11:00 a.m.
ANGEL: Managing and Maintaining a Course	Wednesday, March 28	1:00–3:00 p.m.
Banner Training for Students/Student Support Staff	Wednesday, March 28	1:00–2:00 p.m.
Banner Training for Students/Student Support Staff	Thursday, March 29	9:00–10:00 a.m.
Banner Training for Department Secretaries	Thursday, March 29	11:00 a.m.–noon
Banner Training for Faculty	Thursday, March 29	1:30–2:30 p.m.
Banner Training for Students/Student Support Staff	Friday, March 30	10:00–11:00 a.m.
Banner Training for Department Secretaries	Friday, March 30	2:00–3:00 p.m.

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SkillSoft E-Learning
Faculty, staff, and students have unlimited 24/7 access to over 2,000 online business and technology courses and over 7,000 unabridged books on the Internet through SkillSoft, a leading provider of e-learning and performance support solutions. SkillSoft offers a combination of flexible learning technologies including Books24x7, live mentoring, practice certification exams, express guide manuals, job aids, skillbriefs, and simulations. SkillSoft is also supported on Mac operating systems.

For more information or to register for a SkillSoft account, visit www.buffalostate.edu/offices /hr/skillsoft.asp.

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Web Templates and Web Site Support
Web template training, service, and support are available for academic departments and administrative offices. The College Relations Office offers training especially for campus Web developers. Courses include Using the Web Template System, Introduction to HTML, Customizing Your Web Site for Search Engines, and

computer training classes. Unless otherwise stated, classes are held in CyberQuad, E. H. Butler Library 318. Please bring a USB flash drive (to save your work), 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.

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Banner Training for Department Chairs	Thursday, March 15	2:00–3:00 p.m.
Banner Training for Department Chairs	Friday, March 16	11:00 a.m.–noon
Banner Training for Faculty	Monday, March 19	1:00–2:00 p.m.
Banner Training for Department Secretaries	Monday, March 19	2:30–3:30 p.m.
Banner Training for Department Chairs	Tuesday, March 20	9:00–10:00

Course Revisions:
MAT 241 Computer Mathematics I
MAT 366 Computer Mathematics II
MAT 390 Introduction to Operations Research
MAT 501 Math for Teachers: Algebra
MAT 521 Math for Teachers: Geometry

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From the Provost

Faculty and Staff Research and Creativity Spring Forum

The Faculty and Staff Research and Creativity Spring Forum, "The Grant-Writing Experience at Buffalo State College," will take place Thursday, March 1, and Friday, March 2.

Workshop Day 1: "Demystifying the Grant-Writing Experience"
Thursday, March 1, 12:15–1:30 p.m.
Hear fellow faculty members discuss their positive and negative grant-writing endeavors and their collaboration efforts. School of Education speakers will address collaboration with public schools.

- Speakers for the School of Arts and Humanities: E. H. Butler Library 210
- Speakers for the School of Education and the School of the Professions: Bacon Hall 117
- Speakers for the School of Natural and Social Sciences: Bulger Communication Center North

Workshop Day 2: "Who's Providing the Funding?"
Friday, March 2, noon–2:00 p.m.
A panel of experts will identify small to large funding sources.

- Funding sources for the School of Arts and Humanities: E. H. Butler Library 210
- Funding sources for the School of Natural and Social Sciences: Bulger Communication Center North

For reservations, please specify workshop and location, and e-mail Gina Game at gameg@rf.buffalostate.edu.

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February 22, 2007

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From the Vice President Chief Information Officer
Computer Training, SkillSoft E-Learning, Web Templates, and Web Site Support

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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 from 12:15 to 1:15 p.m. today in Warren Enters Theater in Upton Hall.

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 in Upton Hall lobby following the presentation.

Muriel A. Howard
Susan M. Leist

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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:

Program Revision:
B.S. Applied Mathematics (0719)

New Course:
MAT 491 Capstone Research in Mathematics

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December 7, 14, 21	May 3, 10, 17	

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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New Courses:
ENG 245 Writing about the Arts. A practicum in writing about the arts. Teaches skills essential to developing a discerning critical eye and to communicating one's emerging critical insights in various forms of writing about the arts. Students participate in projects that highlight both traditional and contemporary subjects and approaches to arts criticism.

ENG 247 Nature Writing. Students develop an understanding of the nonfiction prose genre of nature writing and improve their ability to produce original works in the genre. Class focuses on reading and analyzing nature writing for its stylistic and thematic features and emphasizes specific writing skills. Explores the connections between the natural and human worlds and various attitudes toward nature as conveyed in examples of the genre.

ENG 266 The Personal Essay. The personal essay and how it both relates to and diverges from more objective forms of essays often encountered in academic contexts. Students practice close reading of essays and compose original essays with the help of peer and instructor evaluations.

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ENG 320 Autobiography and Memoir. A study of the genres of autobiography and memoir with an emphasis on developing mastery in producing written products of the forms. Students read and discuss examples of both autobiography and memoir, write informal and processed examples of the genres, and learn about the process of writing in the genres for publication.

ENG 325 Creative Nonfiction. Reading and writing creative nonfiction, an essay form that consciously uses the stylistic features of fiction and poetry.

ENG 410 Composition and Rhetorical Theory. A study of the trends in contemporary composition and rhetorical theory with an emphasis of the theory of discourse communities. Students develop skills in producing critical, theoretical, creative, and rhetorical discourse.

HIS 480 Digital Museum Collections. Digital technology enables museums to make their collections more accessible. Students investigate what is involved in digitizing museum objects through classroom instruction and a class project. To balance theory with practice, students work as a group to develop their own digital collection. Course is taught at Buffalo State College and a local cultural institution.

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From the Vice President for Student Affairs

Financial Fitness Workshop: Ultimate Money Skills: Scholars, Dollars, Budgets and Bills

The Associate Vice President and Dean of Students Office, together with the departments of Psychology, Business, and Economics and Finance, invites students to attend a financial fitness workshop, "Ultimate Money Skills: Scholars, Dollars, Budgets, and Bills," from 12:15 to 1:30 p.m. today in Bulger Communication Center West. This program is free of charge and designed to help students better manage their money by teaching appropriate use of credit, banking basics, budget management, and how to control student-loan debt. For more information, call the Dean of Students Office at ext. 4618. Please encourage students to attend.

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From the Chair of the College Senate

Curricular Proposal Deadline

Curricular proposals should reach the College Senate Office, Cleveland Hall 211, by Friday, March 9, to allow sufficient time for spring-semester processing. Proposals received after March 9 are not guaranteed action before the end of the semester.

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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 Revision:
B.S. Applied Mathematics (0719)

Course Revisions:
MAT 241 Computer Mathematics I
MAT 366 Computer Mathematics II
MAT 390 Introduction to Operations Research
MAT 501 Math for Teachers: Algebra back to top

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

New Program:
B.A. Writing (1501)

- Restrictions on use of student Social Security numbers:
  http://public.leginfo.state.ny.us/menuf.cgi; search for Education Law 2-b

- New NYS law on notification of information security breach:
  http://public.leginfo.state.ny.us/menuf.cgi; search for Article 39-F of GBS (General Business Law)

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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 spring 2007 semester is Wednesday, February 28. 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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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 Comptroller Gary Phillips at ext. 4312 with questions concerning this policy.

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various state and federal laws. Buffalo State College employees must, by law, protect the privacy of this information.

Failure to protect personal and academic information may result in legal action against offending employees. Employees accused of failure to protect confidential information that results in harm to an individual may not be covered by Public Officer's Law, and therefore not defended by New York State.

Examples of personal information that must be kept confidential: Social Security numbers, health information, disability status, etc. Faculty and staff must ensure that information contained on the employee change form is kept confidential.

Examples of academic information that must be kept confidential: grades, class schedules, student ID numbers, etc. Faculty and staff members may not post test scores or grades using any portion of a student's name, Social Security number, or student ID number. Faculty and staff must refrain from providing students' parents with information related to their student's academic performance or other personal information unless given permission to do so by the student.

Personal and academic information should be stored on a password-protected shared network drive. Sensitive information should not be e-mailed or stored on a laptop, desktop machine, or any portable storage device. Delete any sensitive files when they are no longer needed. Laptops and flash drives should be kept in a secure area to guard against theft of the devices and the information stored on them. Personal or academic information should not be removed from campus.

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For more information:

Questions regarding privacy of the employee change form, employee contracts, official employee files, etc.:
Susan Earshen, director, Human Resource Management, ext. 3042

Questions regarding privacy of student information and FERPA:
Mark Bausili, registrar, ext. 4907

Questions regarding health information and HIPAA:
Rock Doyle, assistant director, medical systems, ext. 6711

Questions regarding legal liability and any legal action against the college or an employee:
Gary Phillips, comptroller, ext. 4312

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Procedures, Forms, and Related Information
State and Federal Laws:

- Gramm-Leach-Bliley Act (confidentiality of financial information):
  www.buffalostate.edu/offices/hr/information.asp

- HIPAA (confidentiality of health information):
  http://bscintra.buffalostate.edu/bulletin/archives/05_06/september29_05.html#hipaa
  and
  www.goer.state.ny.us/train/onlinelearning/HIP/intro.html

- FERPA (confidentiality of student/academic information):
  www.buffalostate.edu/academicaffairs/x571.xml
  and
  www.ed.gov/policy/gen/guid/fpco/ferpa/library/hunter.html

College and Community Partnership Grants

All tenured and tenure-track Buffalo State faculty members are eligible to apply for one of the first set of 10 minigrants offered by the College and Community Partnerships Office. The awards are expected to be in the range of $1,500–$2,000; however, larger proposals (up to $5,000) will be considered if strongly justified. Full application guidelines and selection criteria are available online, along with a list of existing partnerships in departments across campus. Frequently asked questions about partnerships are also on the Web site to help define directions for applicants.
The deadline for submission of proposals is 4:00 p.m. Monday, April 2. A panel of reviewers will evaluate the proposals and announce the awards by May 2.

Research, scholarship, and creative activities should be conducted from June 1, 2007, to December 31, 2007. Hard copies of guidelines and further instructions for applying can be obtained from the College and Community Partnerships Office, Cleveland Hall 211A. For questions, please call Marian Deutschman, ext. 4132.

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Faculty and Staff Research and Creativity Spring Forum

The Faculty and Staff Research and Creativity Spring Forum, "The Grant-Writing Experience at Buffalo State College," will take place Thursday, March 1, and Friday, March 2.

Workshop Day 1: "Demystifying the Grant-Writing Experience"
Thursday, March 1, 12:15–1:30 p.m.
Hear fellow faculty members discuss their positive and negative grant-writing endeavors and their collaboration efforts. School of Education speakers will address collaboration with public schools.

- Speakers for the School of Arts and Humanities: E. H. Butler Library 210
- Speakers for the School of Education: Bacon Hall 117
- Speakers for the School of Natural and Social Sciences: Bulger Communication Center North

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Friday, March 2, noon–2:00 p.m.
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For reservations, please specify workshop and location, and e-mail Gina Game at gameg@rf.buffalostate.edu.

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From the Vice President for Finance and Management

Campus Confidentiality Statement

All personal and academic information is private and confidential and is protected by

From the Provost

Policy Regarding General Education Placement of Readmitted Students

The policy regarding the general education placement of readmitted students (Buffalo State students returning after a two-year absence) has been revised, effective fall semester 2007. Readmitted students will be placed in a general education program on the basis of hours earned, corresponding to the current hours of the entering class of 2006. For example, the class entering in fall 2006 could be expected to have 30 credit hours earned by the start of fall semester 2007; therefore, readmitted students with 30 hours or fewer would be placed in Intellectual Foundations; students with 31 hours or more would be placed in General Education 2000.

Readmitted students for fall 2007 will be appropriately placed by the Admissions Office. Readmitted students currently registered who have been placed in Intellectual Foundations may petition to be placed in General Education 2000, and their petitions (and any petitions currently pending) will be granted on the same basis.

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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 are available online or may be obtained from the Academic and Student Affairs Office, Cleveland Hall 519, ext. 5550.

Nominations with supporting materials for the President's Award for Excellence in Academic Advisement; Advancement of Equity and Campus Diversity; Librarianship; Research, Scholarship, and Creativity; Service to the College; Teaching; or as an Undergraduate Research Mentor must be submitted to the provost, Cleveland Hall 519, by the following dates (the first Monday in March each year):

March 5, 2007 (academic year 2006–2007)
March 3, 2008 (academic year 2007–2008)
March 2, 2009 (academic year 2008–2009)

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Nominations with supporting materials for SUNY Distinguished Teaching Professor or Distinguished Service Professor awards, 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 15, 2007 (academic year 2007–2008)
October 20, 2008 (academic year 2008–2009)
October 19, 2009 (academic year 2009–2010)

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- Curricular Proposal Deadline
- Curricular Items

From the President

From the Chair of the College Senate

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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 Hall lobby.

Muriel A. Howard
Susan M. Leist

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DIVERSITY
ECO 302 Women in the Economy. Analysis of the economic status of women in the United States and other selected nations as compared to men's status and differentiated by age, race, ethnicity, and marital status.

Intellectual Foundations Designation:

ORAL COMMUNICATION
PSY 472 Seminar on Psychology

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governing these substances; mechanism of biological activity and toxicological issues of each class; immunoassay technologies for drugs-of-abuse testing analysis; methods of forensic analysis of commonly encountered illegal drugs; and methods of surreptitious manufacture and law enforcement concerns with clandestine laboratories.

TVA 201 Introduction to Television Arts. Introduction to the history of storytelling and the various ways in which stories can be told today. Emphasis on television, film, theater, and other visual media.

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TVA 301 Storytelling Process I. Students study great directors and the screenplays they have produced, focusing on analyzing story structure, characters, and theme of screenplays that compose the established canon. Directors include Spielberg, Kubrick, Hitchcock, Wilder, Allen, and Tarantino.

TVA 304 Writing for Television Arts. Students practice writing techniques for television, film, and other visual media by crafting a series of commercials, documentaries, scenes, and narrative scripts.

TVA 401 Storytelling Process II. Students form virtual video production companies and work collaboratively with other students, alternately assuming the roles of writer, producer, director, and production crew. In the process, students develop the ability to assess their strengths, weaknesses, and interests.

TVA 420 Senior Project I. Students function as true "auteurs" using advanced techniques to write, produce, direct, and edit their own single-camera short video project. Emphasis on the effectiveness of the story rather than production quality. Critiques from peers and instructors focus on developing storytelling skills.

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TVA 450 Senior Project II. Students write a short script, partner with other students (for acting and production services) and faculty, and bring their short scripts to life in a professional, multi-camera studio production. Final projects are shown in a public forum.

TVA 460 Adaptation. Students adapt literature for television or film. They choose a short story, poem, or other piece of literature and translate it into a short script.

TVA 480 Advanced Directing/Producing I. Students focus on directing the actor for a single-camera production. Each student directs short scenes from selected plays, then shoots a scene (single camera) as a final project. The class and students from other departments act as the "Acting Company."

TVA 481 Advanced Directing/Producing II. Students direct a scene or series of scenes from a previously produced film, television program, or play and shoot it (multi-camera) as a final project. The class and students from other departments act as the "Acting Company" and "Production Company."

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Course Revisions:
CHE 680 Advanced Analytical Chemistry. A study of chemical analysis using representative instrumental techniques including spectroscopy, chromatography, and mass spectroscopy; emphasis on fundamental theory, principles of operation, capabilities, and limitations of various analytical instruments; integration of laboratory-based demonstrations of data collection and analysis using selected analytical techniques.

Course Revision and Intellectual Foundations Designation:

Curricular Proposal Deadline

Curricular proposals should reach the College Senate Office, Cleveland Hall 211, by Friday, March 10, to allow sufficient time for spring-semester processing. Proposals received after March 10 are not guaranteed action before the end of the semester.

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Curricular Items

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

New Programs:
B.A. Television Arts (0603)
M.S. Forensic Science

New Courses:
CHE/BIO 672 Forensic Molecular Biology. Applications of biology, biochemistry, and genetics to forensic science with an in-depth look at the evidential information that can be obtained from blood, semen, saliva, and hair. Details of DNA profiling including DNA extraction, DNA quantification, PCR amplification, STR analysis and interpretation, and mtDNA sequencing. Protein polymorphisms and immunological tests. Laboratory component providing hands-on experience with techniques commonly used in a forensic biology laboratory.

COM 335 Talk Radio/Talk Television. Introduction to various aspects of talk radio and talk television; differences between news reporters and talk-show hosts; relationship with sales and audience analysis; attention to roles of producer, program director, and promotions.

COM 341 Fundraising. Theory and practice of fundraising and organizational philanthropy; focus on planning, organization, management, marketing, and practical approaches that nonprofit organizations use to raise money from private sources.

FOR 612 Principles of Forensic Science. Overview of forensic laboratory procedures and practices. Includes field testing, laboratory screen tests, instrumental analyses, microscopy, molecular identification, blood-alcohol analyses, identification of physical evidence, pattern evidence, crime-scene processing, evidentiary value of chemical analysis, auditing, peer-review procedures, and quality issues. Sampling techniques, data quality, error rates, blind proficiency testing, and their relevance to legal decisions.

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FOR 614 Forensic Applications of Instrumental Analysis. Introduction to forensic chemical analysis using representative instrumental techniques including spectroscopy and chromatography; emphasis on laboratory-based studies for applications of these instruments to provide extensive experience in solving various analytical issues present in forensic laboratories.

FOR 616 Microscopy in Forensic Science. Introduction to microscopic investigations for forensic pattern evidence and trace analysis; fundamental theory, principles of operation, varieties, and capabilities of optical microscopy and applications in forensics; fundamentals and applications of transmission and scanning electron microscopy for forensic imaging at atomic-scale resolution and chemical analysis; laboratory sections for pattern analysis and trace analysis.

FOR 618 Drug Chemistry and Toxicology. Overview of misused and illegal pharmaceuticals, toxicology, poisons, forensic drug analysis, and illicit drug manufacture. Types, classes, and structures of illicit pharmaceuticals and the laws

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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From the Vice President for Student Affairs

Job Fair 2007

The Career Development Center staff is pleased to announce Job Fair 2007, to be held on Thursday, March 8, from 11:00 a.m. to 1:30 p.m. in the Campbell Student Union Social Hall. This event is cosponsored by the Business Department and Students in Free Enterprise. Students from all majors will have the opportunity to meet with more than 50 local, regional, and national employers that have full-time, part-time, and summer jobs and internship opportunities. Faculty and staff are welcome and encouraged to attend.

Prior to the event, the CDC staff will conduct workshops and presentations on "How to Get the Competitive Edge at the Job Fair." This program will offer students instruction on how to ensure they are well-prepared to meet employers and make a positive professional impression. If you would like a CDC staff member to conduct this workshop for your class or student group, please contact us to arrange a time. Also, please remind students to bring multiple copies of their résumé and to dress in professional interview attire.

For more information and a list of participating employers, please call the CDC at ext. 5811 or visit www.buffalostate.edu/offices/cdc. This event is funded by Auxiliary Services and FSA grants.

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From the Chair of the College Senate

College Senate Meeting

The first College Senate meeting of the spring semester will be held at 3:00 p.m. Friday, February 9, in E. H. Butler Library 210. Interested faculty and staff members are invited to attend.

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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, associate director, Human Resource Management, at ext. 4822.

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Policy Governing the 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. Direct any questions regarding this policy to Gary Phillips, associate vice president and comptroller, at ext. 4312.

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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

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- Policy Governing the Use of College Resources
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- Job Fair 2007

From the Chair of the College Senate
- College Senate Meeting
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- Curricular Items

From the Vice President for Finance and Management

Director of Public Relations Appointed

Phyllis Camesano has been appointed director of public relations. She comes to Buffalo State with more than 20 years of journalism and public relations experience. Camesano has worked in New York City for top PR agencies and clients that include Coca-Cola, Lowe's Home Improvement, and Fox News. Her areas of specialization have been brand positioning and media relations. A native of Buffalo, Camesano returned to the area seven years ago with her husband and two children. She continued her New York PR agency work as a remote employee. She holds a B.A. from New York University, where she majored in journalism. A member of the College Relations Office, Camesano is located in Cleveland Hall 307 and can be reached at ext. 4325, ext. 4201, or camesapa@buffalostate.edu. As always, College Relations welcomes information about news, events, issues, or other story ideas for both on- and off-campus audiences.

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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

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

2005–2006 Affirmative Action Report

The 2005–2006 Affirmative Action report is available at the E. H. Butler Library Reserve Desk and in the Equity and Campus Diversity Office, Cleveland Hall 514, during normal business hours. The Executive Summary is available on the Equity and Campus Diversity Web site at www.buffalostate.edu/equity/x7.xml.

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College Policy on Discrimination and Harassment

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 age, 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. 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 Dolores E. Battle, senior adviser to the president for equity and campus diversity, in the Equity and Campus Diversity Office, Cleveland Hall 415. The full policy can be viewed at www.buffalostate.edu/equity/documents/GenPolicy.doc.

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*Class meets in CyberQuad 315.

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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 your home.

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Web Templates and Web Site Support
Web template training, service, and support are available for academic departments and administrative offices. College Relations Office offers training especially for campus Web developers. Courses include Using the Web Template System, Introduction to HTML, Customizing Your Web Site for Search Engines, and Understanding Site Traffic Logs. Employees may review course descriptions and register at http://bscintra.buffalostate.edu/registration.

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 Vice President for Finance and Management

This semester, Leist is offering training and consultation to interested professors teaching Writing across the Curriculum courses for Intellectual Foundations. In fall 2007, the College Writing Program will offer several sections of discipline-specific and department-specific CWP 102 sections. Schools and departments can request such sections for subsequent semesters by calling Leist at ext. 3797.

Plans are being studied as well for creating two writing classrooms, one a computer lab, and additional tutoring and adjunct lecturer offices in Butler Library during 2007.

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From the Vice President and Chief Information Officer

Computer Training, SkillSoft E-Learning, Web Templates, and Web Site Support

Computing and Technology Services and the Information Commons offer monthly computer training classes. Unless otherwise stated, classes are held in CyberQuad, E. H. Butler Library 318. Please bring a USB flash drive (to save your work), 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. 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 6.0 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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February 2007 Workshops

Accessing Your Office Computer Remotely	Monday, February 5	1:30–2:30 p.m.
Mac Users - iLife Suite - iPhoto* (CyberQuad 315)	Thursday, February 8	9:30 a.m.–noon

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2005–2006 Affirmative Action Report
College Policy on Discrimination and Harassment

From the Provost

College Writing Program

Several changes are now in place and more will be coming for the College Writing Program. A new director, Susan Leist, professor of English, was appointed at the start of this academic year, and four full-time lecturers were hired in January 2006: John McKinnis, Michele Ninacs, Wendy Scott, and Irene Sipos. A search is under way for a fifth full-time lecturer to join the program in the fall.

Offices for the director and new faculty members were established in University College in the South Wing 130 suite.

The traditional name of the program was affirmed, and the decision was made to prefix College Writing Program courses—formerly known as ENG 099, ENG 101, and ENG 102—as CWP 099, CWP 101, and CWP 102, effective with the fall 2007 semester.

Beginning the third week of the spring 2007 semester, two Writing Help Desks will be established in E. H. Butler Library, operating from 6:30 to 9:30 p.m., Monday through Thursday, and staffed by CWP adjunct lecturers and students from ENG 309W: Teaching and Evaluating Writing classes. Tutoring services for the CWP courses will continue to be offered by the Academic Skills Center and the EOP Academic Resource Center, both in South Wing, and the English Department Writing Center in Ketchum Hall. To send a student to tutoring, please use the referral form at www.buffalostate.edu/academicsupport/x491.xml. Click on "Instructor Referral Form."

A new process for placing first-year students in CWP courses based on SAT scores was piloted this January. The placement process to be used for fall 2007 will be on the College Writing Program Web site when the results of the pilot are studied.

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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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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 he or she 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

From the Vice President for Finance and Management

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

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Full application guidelines and selection criteria are available at www.buffalostate.edu/orgs/castl/news.html. Applications will be accepted until Monday, April 9.

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From the Vice President and Chief Information Officer

Computer Training, SkillSoft E-Learning, Web Templates, and Web Site Support

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

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February 2007 Workshops

Accessing Your Office Computer Remotely	Monday, February 5	1:30–2:30 p.m.
Mac Users - iLife Suite - iPhoto* (CyberQuad		9:30 a.m.–

Scholarship of Teaching and Learning Fellowships

The Advisory Committee of Buffalo State's Carnegie Academy for the Scholarship of Teaching and Learning (CASTL) and Academic Affairs announce 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 funded by these fellowships can be empirical (qualitative or quantitative 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 give priority to projects that focus on the following areas:

1. **Supporting the Learning of Transfer, Nontraditional, or First-Year Students**—This fellowship focuses on contributing to our understanding of ways to support students' successful transitions from one educational setting to another, or from adult work and family roles to undergraduate studies. Studies in this area might focus on the development or evaluation of programs or strategies that facilitate the integration of students into the values and ethics of academic culture, or the investigation of strategies for overcoming the primary barriers to learning encountered by these students.

2. **Liberal Arts**—This fellowship focuses on documenting the potential of the liberal arts to enrich the student experience. These projects can examine the effect of the liberal arts on learning and/or thinking within general education classes or within a major. The college is particularly interested in projects focused on the impact of Intellectual Foundations as a pedagogical strategy promoting an awareness of the value of the cognate areas within the liberal arts, interdisciplinary, and integrative learning.

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3. **Reflective Practice**—This category includes work on aspects of teaching and learning that are most amenable to self-study, as well as the description of the process through which we come to reflective decisions. Examples include ways to accommodate student diversity in the classroom, documenting the creative process, and portfolio development.

4. **Pedagogical Research**—This category enables individuals who are interested in collecting or analyzing data on student learning to design studies such as:

    - Classroom-based research
    - Program evaluation
    - Learning resulting from out-of-class experiences e.g., service learning, internships, co-curricular activities, undergraduate research
    - Advancing student learning through the review of creative work.

Fellows will conduct studies related to their specialty areas during the 2007–2008 academic year. They also will work closely with Cheryl Albers, coordinator for the campus programs for CASTL, and Janet Ramsey, associate vice president for undergraduate education and dean of University College, to promote faculty development efforts related to their fellowships. In addition, fellows are required to serve as members of the CASTL Advisory Committee and present their finding at a public forum. Fellows are responsible for compliance with any applicable research approval conditions as set out by the Research Foundation.

Health Center; Maureen Lindstrom, E. H. Butler Library; Samuel Lunetta, University Police; Latonia Marsh, Judicial Affairs; Carolyn Murphy, Admissions; Paul Murphy, Custodial Services; James Shea, Technology; Joseph Zawicki, Earth Sciences and Science Education; and student representatives Michael Brennan, Benjamin Palka, Maria Rivera, Christine Santoro.

The Campus Safety Forum consists of faculty, students, and staff 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 inquires from concerned persons. Members of the campus community who have concerns about issues related to personal safety may present them to any member of the forum.

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From the Provost

Candidate Presentations

All are welcome to attend the campus presentations of candidates who have applied for the following positions at Buffalo State College:

Associate Provost and Dean of the Graduate School (Internal Search)
For a complete description of the duties of this position, please visit www.buffalostate.edu/offices/hr/vacancy_pro.asp?page=6.

- **Richard J. Herdlein,** associate professor, Student Personnel Administration, on Tuesday, January 30, from 12:15 to 1:30 p.m. in Bulger Communication Center West 2.
- **Zeki Y. Al-Saigh,** professor, Chemistry, on Thursday, February 1, from 12:15 to 1:30 p.m. in E. H. Butler Library 210.
- **Kevin J. Railey,** chair and professor, English, on Tuesday, February 6, from 12:15 to 1:30 p.m. in E. H. Butler Library 210.
- **Richard A. Stempniak,** associate professor, Technology, on Tuesday, February 13, from 12:15 to 1:30 p.m. in E. H. Butler Library 210.
- **William F. Wieczorek,** director, Center for Health and Social Research, on Thursday, February 15, from 12:15 to 1:30 p.m. in Bulger Communication Center East.

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Dean of the School of Arts and Humanities
For a complete description of the duties of this position, please visit www.buffalostate.edu/offices/hr/vacancy_pro.asp?page=10.

- **Richard J. Helldobler,** associate provost/associate vice president for academic affairs, California University of Pennsylvania, on Thursday, February 1, from 4:00 to 5:15 p.m. in Rockwell Hall 124.

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Vol. LII, No. 21
January 25, 2007

In this issue:

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Promotion
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Scholarship of Teaching and Learning Fellowships
From the Vice President and Chief Information Officer
Computer Training, SkillSoft E-Learning, Web Templates, and Web Site Support
From the Vice President for Finance and Management
Internal Control Standards

From the President

Promotion

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

Promotion to *associate professor,* effective January 25, 2007, and *continuing appointment,* effective January 28, 2008:

John Thompson (Computer Information Systems)

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Campus Safety Forum

The following faculty, staff, and student members will serve on the Campus Safety Forum for 2006–2007:

Anthony Hotchkiss, Technology, chair; Charles Kenyon, Student Affairs, administration liaison; Keli Garas-York, Elementary Education and Reading; Ronald George, Counseling Center; Koleen Greenawalt, Custodial Services; Brian Haggerty, Residence Life; Shirley Hayes, Art Education; Tammy Kresge, Weigel

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

Nomination forms are available online at www.buffalostate.edu/studentlife and from the Academic and Student Affairs Office, Cleveland Hall 519; the Student Life Office, Campbell Student Union 400; the Dean of Students Office, Campbell Student Union 306; United Students Government, Campbell Student Union 402; the Student Union Information Desk, Campbell Student Union lobby; the Residence Life Office, Porter Hall; the Career Development Center, Cleveland Hall 306; Weigel Health Center; and the Intercollegiate Athletics Office, Sports Arena. Completed nomination folders must be submitted to the Associate Vice President and Dean of Students Office, Campbell Student Union 306, by the deadline noted for each award.

For additional information, call Charles B. Kenyon, associate vice president and dean of students, at ext. 4618.

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The Mildred Campbell Leadership Award
Deadline: February 6, 2007
The Mildred Campbell Leadership Award recognizes Buffalo State College students in the area of leadership. The award is offered annually to an undergraduate student based on the evaluation of the nominee's leadership credentials in accordance with established criteria. A plaque and award citing the recipient's distinction is presented at a ceremony held during the spring semester.

Criteria for Selection:

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

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Who's Who Among Students in American Universities and Colleges
Deadline: February 6, 2007
For nearly seven decades, Who's Who Among Students in American Universities and Colleges has assisted in the tradition of furthering the aims of higher education by recognizing and rewarding academic excellence on a national level. Buffalo State is among the 1,900 institutions participating in this national program. As a lifetime benefit, students selected for inclusion in Who's Who are entitled to use a free reference/placement service when seeking postgraduate employment or fellowships. A certificate citing the recipient's distinction will be presented at a ceremony held in the spring.

Criteria for Selection:

- Undergraduate student.
- Minimum of 24 credit hours completed at Buffalo State College.
- Minimum cumulative grade point average of 2.5.
- Strong record of leadership at Buffalo State College, demonstrated through

personal development, organizational leadership, citizenship, and community building.

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The Minnie and Joe Engel Student Humanitarian Award
Deadline, February 15, 2007
The Minnie and Joe Engel Student Humanitarian Award recognizes a Buffalo State College 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 just as a scholar, but as someone whose efforts on behalf of others define a quality of character that embodies core values that merit recognition. A plaque and award citing the recipient's distinction is presented at a ceremony held in the spring, and the recipient receives a monetary award.

Criteria for Selection:

- Undergraduate sophomore, junior, or senior enrolled full time (minimum 12 credit hours) at Buffalo State College 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 College.

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From the Chair of the College Senate

Curricular Items

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

New Course:
PSC 334 Latin America in World Politics. Politics in the region of Latin America within the context of international relations theory. Development of the Latin American subsystem, major actors and movements within the region including human rights and democratization, globalization and free trade, the influence of the United States, and the legacy of colonialism and the Cold War.

Intellectual Foundations Designations:

NATURAL SCIENCE
SCI 105 Physical Science for Non-science Students

TECHNOLOGY AND SOCIETY
SCI 231 Pollution, the Environment, and Society

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Vol. LII, No. 20
January 18, 2007

In this issue:

From the Vice President and Chief Information Officer
Position Announcement: Programmer Analyst, Computing and Technology Services
From the Vice President for Student Affairs
Call for Nominations: Student Leadership Recognition Awards
From the Chair of the College Senate
Curricular Items

From the Vice President and Chief Information Officer

Position Announcement: Programmer Analyst, Computing and Technology Services

Applications are now being accepted for a programmer analyst in Computing and Technology Services. Details may be found at
www.buffalostate.edu/offices/hr/jobs.asp#professional

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From the Vice President for Student Affairs

Call for Nominations: Student Leadership Recognition Awards

Applications and nominations are requested for students to be considered for three student awards:

From the Chair of the College Senate

Curricular Items

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

New Courses:

IDE 152 Introduction to Color Rendering
IDE 153 Spatial Explorations and Model Building
MUS 122 Introduction to Music Studies and Careers
MUS 220 Technology Applications for Music Education
MUS 346 Field Experience in Elementary Music
MUS 353 Field Experience in Music for Exceptional Learners
MUS 361 Field Experience in Secondary Instrumental Music
MUS 362 Secondary Choral Methods
MUS 363 Field Experience in Secondary Choral Music

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Course Revisions:

IDE 101 Introduction to Interior Design
IDE 102 Materials and Color
IDE 151 Mechanical and Perspective Drawing
IDE 201 Interior Design I
IDE 251 Interior Design II
IDE 252 Construction Fundamentals II
IDE 301 Interior Design III
IDE 303 Interior Detailing
IDE 351 Interior Design IV
IDE 401 Interior Design V
IDE 402 Lighting Design
MUS 302 Music History I: Antiquity through Baroque
MUS 303 Music History II: Classic through Contemporary
MUS 321 Composition, Improvisation, and Arranging
MUS 360 Secondary Instrumental Methods

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

ENG 201 The Craft of Writing. Demystifying the act of writing by studying, discussing, and practicing models of the composing process.

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Vol. LII, No. 30
March 29, 2007

In this issue:

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Stefano Moran-Guiati Memorial Fund
From the Vice President for Finance and Management
Hours of Operation for Summer 2007
From Institutional Advancement and Development
Faculty and Staff Appeal
Reminder: 2007–2008 Alumni Association Scholarships Available
From the Vice President for Student Affairs
Student Leadership Awards
From the Chair of the College Senate
Senate Vacancies: Call for Nominations March 12–March 30
Curricular Deadline: Extension
Curricular Items

From the Provost

Stefano Moran-Guiati Memorial Fund

Gifts are being accepted in memory of Stefano Moran-Guiati, elder son of Dr. and Mrs. Andrea Guiati. Treading in his father's footsteps, Moran-Guiati was teaching Italian in the Buffalo State Modern and Classical Languages Department. On Thursday, March 22, he had a seizure while driving; his car crashed, and he died from his injuries a few hours later. A fund has been established in his honor. In line with his parents' wishes, money received will be used to provide research resources for students in the Modern and Classical Languages Department, to furnish and enhance a new conference room/classroom, and to set up a memorial plaque.

Those wishing to make a contribution to the Stefano Moran-Guiati Memorial Fund may send their gifts to the Buffalo State College Foundation, Cleveland Hall 319, 1300 Elmwood Avenue, Buffalo, NY 14222-1095. Contributions may also be made by credit card via the Foundation Web site.

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From the Vice President for Finance and Management

Hours of Operation for Summer 2007

In order to provide full service to our students, regular office hours of 8:30 a.m. through 5:00 p.m. should be maintained by all departments through the summer months. All offices are expected to maintain at least minimal staffing during these core hours. Offices that provide direct services to students and currently remain open until 6:00 p.m. on Thursdays should continue to do so during the summer months.

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From Institutional Advancement and Development

Bulletin announcements from Institutional Advancement and Development will appear under the Finance and Management heading while the unit reports to the vice president for finance and management.

Faculty and Staff Appeal

Buffalo State College officially kicked off its 2007 Faculty and Staff Appeal on March 26 in celebration of its 135th year of excellent, affordable public education. Please help support the college's mission through payroll deduction or an outright gift.

Why should faculty and staff participate in the college's annual Faculty and Staff Appeal? Your support tells our alumni, friends, and corporate donors that we believe in ourselves—and we are worthy of their investment. You can make a demonstrable difference in the lives of our students through scholarships and awards. You have the option to direct your gift to more than 160 funds, some of which benefit individual departments and programs such as the Weigel Health Center "Bridge the Health Insurance Gap" fund, academic support services programs, the All College Honors scholarship program, E. H. Butler Library collections, and the College Venture Fund. See www.buffalostate.edu/alumnifoundation/giving for a complete list.

Last year, about 20 percent of our community members supported Buffalo State, contributing nearly $200,000 to worthy programs at the college. This year, a member of each department volunteered to personally appeal to all faculty and staff in an effort to improve awareness about the annual appeal and to increase participation.

Thank you for helping to make a significant difference in the lives of more than 11,000 Buffalo State students each year.

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Reminder: 2007–2008 Alumni Association Scholarships Available

Faculty and staff are asked to share the following information with their students: Applications are now available for the 20 scholarship opportunities offered through the Buffalo State Alumni Association. Scholarships range from $150 to $1,000. To apply, students must submit a completed application form, an essay, and two reference forms to the Alumni Affairs Office, Cleveland Hall 305, by 5:00 p.m. Friday April 13. Applications are available online or from the Alumni Affairs Office, Cleveland Hall 305, ext. 6001.

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From the Vice President for Student Affairs

Student Leadership Awards

Two Buffalo State College students were recognized for their leadership and service at an awards ceremony on Thursday, March 22, in the Burchfield-Penney Art Center.

Matthew Levin-Stankevich received the Mildred Keller Campbell Leadership Award. This award is offered annually to an undergraduate student based on his or her strong record of leadership at Buffalo State College, demonstrated through personal development, organizational leadership, citizenship, and community service. Levin-Stankevich is a graduating senior, majoring in business administration, with a 3.16 GPA. He is president of United Students Government, having been elected to an unprecedented second term of office. Levin-Stankevich is the student representative to the Buffalo State College Council and is a member of the College Senate. In 2004, he was an All SUNYAC academic athlete, and he received the United Students Government Presidential Commendation Award in 2005. Levin-Stankevich is a former member, vice president, and president of the Student Athlete Advisory Committee, where he was active in organizing Kids Night Out and Buffalo State College Community Service Day. He is a recipient of the 2007 Who's Who Among Students in American Universities and Colleges award and the 2006 Minnie and Joe Engel Student Humanitarian Award.

Angela Cruz, a native of Ghana, Africa, is the recipient of the 2007 Minnie and Joe Engel Student Humanitarian Award. This award recognizes a Buffalo State College undergraduate student who has demonstrated personal character through altruism, volunteer service, and the giving of oneself to the campus and the larger community. The Minnie and Joe Engel Student Humanitarian Award recognizes the full measure of a person's worth, not just as a scholar, but as someone whose efforts on behalf of others define a quality of character that embodies core values that merit recognition. A single parent, Cruz is a senior majoring in health and wellness with a 3.22 GPA. She has earned Dean's List honors, is on the Health and Wellness Honor Roll, and received both a CSTEP and an EOP Award for Excellence. Cruz serves as an advocate for Crisis Services and as a mentor for Jericho Road Ministries, helping refugees resettle in Western New York. She has served Buffalo State as president of the Moore Complex Hall Council, as treasurer of the S.P.I.R.I.T. Gospel Choir, as a note taker through the Disability Services Office, and as an Evergreen volunteer. A 2007 Who's Who Among Students in American Universities and Colleges award

recipient, Cruz is a member of Chi Alpha Epsilon.

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From the Chair of the College Senate

Senate Vacancies: Call for Nominations March 12–March 30

At-large and University Faculty Senate positions will become vacant on August 27. A call for nominations and information about candidates' statements can be found online. The call for nominations continues through Friday, March 30. Elections will begin on Monday, April 9, and continue through Friday, April 20.

Faculty members, faculty librarians, and professional and support staff whose total service in the College Senate would not exceed six consecutive years by the end of this term (September 2007–August 2010) are eligible to run for office. Nominees are asked to provide a short statement about their interest in serving as an at-large or University Faculty senator, and post their statements on the Senate electronic voting site by sending the materials to Judy Janus, Senate secretary. Details are provided on the Senate Web site.

Individuals running for a senator position in another election may not also run for an at-large senator or University Faculty senator position while the other election is being conducted. If the other election concludes during the period when nominations for at-large or University Faculty senator are still being accepted, eligible individuals may self-nominate for either position.

If you are interested in being a candidate, please contact Judy Janus, ext. 5139. We look forward to your participation in the vital process of campus governance.

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Curricular Deadline: Extension

Curricular proposals should reach the College Senate Office, Cleveland Hall 211, by Friday, March 30, to allow sufficient time for spring-semester processing. Proposals received after March 30 are not guaranteed action before the end of the semester.

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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:

New Program:

M.S. Forensic Science

New Courses:
ENT 335 Industrial Electronics
HIS 480 Digital Museum Collections

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

New Courses:
CRJ/ PSC/SOC 485 Moot Court. Simulation of a trial court or appellate court proceeding involving teams of students as prosecutors and defense attorneys. Includes preparing case strategy, analyzing evidence and legal precedent, preparing a written brief, and presenting an oral argument. Final project is a "trial" or "appellate court" presentation to a jury or panel of judges.

GEG 429 Advanced Topics in GIS. Builds from the topics covered in GEG 425 Fundamentals of GIS, focusing more on digital representation of the human and physical environment, including location referencing from a human perspective, database design, data quality issues (how to identify and document errors), spatial statistical analysis using GIS, the fourth dimension (time) in GIS, and understanding spatial analysis algorithms and models. Introduces programming in a GIS environment.

HTR 328 Cultural Tourism. A practical approach to understanding regional cultural attractions and the economic impact they have on the community. Examines the historical context of cultural tourism and the structure of local cultural attractions through guided tours, guest presentations, and participation in regional cultural tourism efforts.

HTR 385 Private Club Management. In-depth study of the private club industry. Emphasis on club needs assessment, development of programs for members and other audiences, overcoming challenges that external and government agencies pose for managers, golf course maintenance, and capital improvement projects for club and resort facilities. Issues relative to finance and board governance and structure are also analyzed.

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Course Revisions:
PSC 200 Political Analysis. Design, execution, and interpretation of research in the field of political science including quantitative and qualitative research methods, theory building, and constructing and testing hypotheses; data collection techniques including survey research methods.

PSC 201 Political Statistics. Introduction to quantitative political science research methods, univariate and bivariate analysis, statistical inference, sampling, hypothesis testing, measures of association, and tests of statistical significance.

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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.

2006–2007 publication schedule:

Fall 2006	**Spring 2007**	**Summer 2007**
August 17, 24, 31	January 11, 18, 25	June 14
September 7, 14, 21, 28	February 1, 8, 15, 22	July 19
October 5, 12, 19, 26	March 1, 8, 15, 22, 29	
November 2, 9, 16, 30	April 12, 19, 26	
December 7, 14, 21	May 3, 10, 17	

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 12, 2007

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- Responses to Senate Recommendations
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  - Amendment to Academic Misconduct Policy
  - Academic Calendars
- Curricular Actions

From the Provost
- Appointments

From the Vice President and Chief Information Officer
- Appointment: Associate Vice President, Information Services and Systems
- Computer Training, SkillSoft E-Learning, Web Templates, and Web Site Support

From the Vice President for Finance and Management
- Fire Evacuation Drill Procedures
- Internal Controls: Grading

From the Chair of the College Senate
- College Senate Meeting
- Curricular Items

From the President

Responses to Senate Recommendations

Change to Composition of the College Senate
The balloting on the referendum that went forward to the campus community regarding the **reduction of the college at-large representation from nine members to seven** yielded the following results:

> *Of the 164 participants, 112 voted YES, and 52 voted NO; therefore, the referendum passed.*

I hereby approve this change to the composition of the Buffalo State College Senate. The implementation of the "at-large" senator reduction from nine to seven members

will take place over the next two years. Election of **one** "at-large" position will be held year.

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Amendment to Academic Misconduct Policy
At its March 9, 2007, meeting, the College Senate voted to send forth the following recommended amendment to the Academic Misconduct Policy for the president's app

Recommendation
Add the following statement to the current Academic Misconduct Policy with a elements of the policy remaining unchanged:

> Failing to demonstrate academic integrity by not upholding the individua basic share of responsibility for collaborative course work and/or assignments.

Thereby revising the entire policy to read as follows:

> **Academic Misconduct Policy**
> All students at the college are expected to display honesty and integrity completing course requirements and following college academic regula "Academic misconduct" refers to any form of plagiarism or cheating on examinations or assignments, and is inconsistent with the aims and goa the State University College at Buffalo. Instances of academic miscondu include, but are not limited to:
>
> 1. Prior acquisition or possession of an examination and submissio false data.
> 2. Submission of the work of another individual without proper acknowledgement.
> 3. Performance of work in a course for another individual while regi in the same course.
> 4. Failing to demonstrate academic integrity by not upholding the individual's basic share of responsibility for collaborative course and/or assignments.

I hereby approve the recommendation of the College Senate to add the description o fourth instance of academic misconduct as stated above. I authorize implementation amended Academic Misconduct Policy immediately.

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Academic Calendars
2007–2008, 2008–2009, and 2009–2010
At the same meeting, the College Senate voted to send forth for presidential approva following academic calendars:

FINAL ACADEMIC CALENDAR
ACADEMIC YEAR 2007–2008

Fall 2007	
Classes Begin	Monday, August 27
Labor Day Recess	Monday, September 3
Fall Recess	Monday, October 8

Veterans Day Observed	Monday, November 12
Thanksgiving	Wednesday, November 21– Saturday, November 24
Study Day	Friday, December 7
CEP Week	Monday, December 10– Thursday, December 13
Final Day of Fall Semester	Thursday, December 13
Emergency CEP	Friday, December 14
Spring 2008	
Classes Begin	Tuesday, January 22*
Presidents Day	Monday, February 18, and Tuesday, February 19
Spring Recess (no classes)	Monday, March 24– Saturday, March 29**
Study Day	Friday, May 2
CEP	Monday, May 5– Thursday, May 8
Final Day of Spring Semester	Thursday, May 8
Emergency CEP	Friday, May 9
Commencement	Saturday, May 10

*Martin Luther King Jr. Day, Monday, January 21
**Easter, March 23

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FINAL ACADEMIC CALENDAR
ACADEMIC YEAR 2008–2009

Fall 2008	
Classes Begin	Monday, August 25
Labor Day Recess	Monday, September 1
Fall Recess	Monday, October 13
Veterans Day Observed	Tuesday, November 11
Thanksgiving	Wednesday, November 26– Saturday, November 29
Study Day	Friday, December 5
CEP Week	Monday, December 8– Thursday, December 11
Final Day of Fall Semester	Thursday, December 11
Emergency CEP	Friday, December 12
Spring 2009	
Classes Begin	Monday, January 26*
Presidents Day	Monday, February 16, and Tuesday, February 17
Spring Recess	Monday, March 23–

	Saturday, March 28**
Study Day	Friday, May 8
CEP	Monday, May 11– Thursday, May 14
Final Day of Spring Semester	Thursday, May 14
Emergency CEP	Friday, May 15
Commencement	Saturday, May 16

*Martin Luther King Jr. Day, Monday, January 19
**Easter, April 12

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TENTATIVE ACADEMIC CALENDAR
ACADEMIC YEAR 2009–2010

Fall 2009	
Classes Begin	Monday, August 31
Labor Day Recess	Monday, September 7
Fall Recess	Monday, October 12
Veterans Day	Wednesday, November 11
Thanksgiving	Wednesday, November 25– Saturday, November 28
Study Day	Friday, December 11
CEP Week	Monday, December 14– Thursday, December 17
Final Day of Fall Semester	Thursday, December 17
Emergency CEP	Friday, December 18
Spring 2010	
Classes Begin	Monday, January 25*
Presidents Day	Monday, February 15, and Tuesday, February 16
Spring Recess	Monday, March 29– Saturday, April 3**
Study Day	Friday, May 7
CEP Week	Monday, May 10– Thursday, May 13
Final Day of Spring Semester	Thursday, May 13
Emergency CEP	Friday, May 14
Commencement	Saturday, May 15

*Martin Luther King Jr. Day, Monday, January 18
**Easter, April 4

I hereby approve the final academic calendars for 2007–2008 and 2008–2009 and th tentative calendar for 2009–2010 as recommend by the College Senate.

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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:

New Program:
M.S. Forensic Science (1999)

New Courses:
ENT 335 Industrial Electronics
HIS 480 Digital Museum Collections

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From the Provost

Appointments

Dean, School of the Professions
Gary Jones has been appointed dean of the School of the Professions. This appointment was made following consultation with school chairs and others after the 2006 search did not yield an appointment. Jones's appointment, which commenced with interim status in September 2005, ends December 31, 2008. The school will review the dean in spring 2008 and make a recommendation regarding continuation of the appointment.

Associate Dean, School of the Professions
Rita Zientek has been appointed associate dean of the School of the Professions for a three-year term ending December 31, 2009. Zientek previously served as interim associate dean in the Faculty of Applied Science and Education, and since September 2005, as interim associate dean of the School of the Professions.

Associate Provost and Dean, the Graduate School
Following completion of an internal search, Kevin Railey, professor and chair of the English Department, has been appointed associate provost and dean of the Graduate School. Railey's appointment is effective May 17, 2007, and will end June 30, 2010. A review will be conducted in fall 2009 to determine if the appointment is to be continued.

Dean, School of Arts and Humanities
Following a national search, an appointment offer has been extended. A subsequent announcement will be made after all contractual arrangements are in place.

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From the Vice President and Chief Information Officer

Appointment: Associate Vice President, Information Services and Systems

I am pleased to announce the appointment of Don Erwin as associate vice president for information services and systems.

In his role as associate vice president, Erwin will continue to be the project manager of the student services initiative (Banner Project), and he will meet with the stakeholders group and users group, and communicate regularly with campus constituents.

Erwin also chairs the Administrative Information Technology Advisory Committee (AITAC). AITAC is responsible for reviewing requests for technology projects in support of administration, recommending priorities for projects, and providing advice for long-term planning. In this role, Erwin will be an important participant in the process to develop our next Technology Plan (current Technology Plan is 2003–2008).

Please join me in welcoming him to this new role.

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Computer Training, SkillSoft E-Learning, Web Templates, and Web Site Support

Computing and Technology Services and the Information Commons offer monthly computer training classes. Unless otherwise stated, classes are held in CyberQuad, E. H. Butler Library 318. Please bring a USB flash drive (to save your work), 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. 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 6.0 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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April 2007 Workshops
Note: All Banner training classes will be held in CyberQuad 316.

Mac Users - iLife Suite - Podcasts	Thursday, April 5	9:00 a.m.–noon
Banner (INB) Practice Session	Thursday, April 5	9:00–11:00 a.m.
Banner Training for Faculty and Advisers (including staff advisers)	Thursday, April 5	2:00–3:00 p.m.
Banner Training for Student Support Staff	Friday, April 6	11:00 a.m.–noon
Using the Web Template System	Tuesday, April 10	10:00–11:30 a.m.
Banner Training for Faculty and Advisers (including staff advisers)	Tuesday, April 10	noon–1:00 p.m.
Banner Training for Department Secretaries	Tuesday, April 10	2:00–3:00 p.m.
Banner Training for Faculty and Advisers (including staff advisers)	Wednesday, April 11	11:00 a.m.–noon
ANGEL: Introduction	Thursday, April 12	9:00 a.m.–12:30 p.m.
ANGEL: Gradebook Demonstration and Work Session	Thursday, April 12	noon–1:30 p.m.
ANGEL: Using the Communications Features	Monday, April 16	2:00–4:00 p.m.
Web Site Statistics: Urchin	Wednesday, April 18	10:00–11:00 a.m.
Banner Training for Faculty and Advisers (including staff advisers)	Wednesday, April 18	1:00–2:00 p.m.
Accessing Your Office Computer Remotely	Wednesday, April 18	1:30–2:30 p.m.
Banner Training for Faculty and Advisers (including staff advisers)	Thursday, April 19	10:00–11:00 a.m.
Creating Forms Using MS Word	Monday, April 23	1:00–3:00 p.m.
Using the Web Template System	Tuesday, April 24	10:00–11:30 a.m.
Accessing Your Office Computer Remotely	Tuesday, April 24	11:30 a.m.–12:30 p.m.
Mac Users - iLife Suite - iPhoto	Wednesday, April 25	1:00–4:00 p.m.
ANGEL: Assessment Tools	Thursday, April 26	2:00–4:00 p.m.
ANGEL: Managing and Maintaining a Course	Monday, April 30	9:00 a.m.–11:00 a.m.

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SkillSoft E-Learning
Faculty, staff, and students have unlimited 24/7 access to over 2,000 online business and technology courses and over 7,000 unabridged books on the Internet through SkillSoft, a leading provider of e-learning and performance support solutions. SkillSoft offers a combination of flexible learning technologies including

Books24x7, live mentoring, practice certification exams, express guide manuals, job aids, skillbriefs, and simulations. SkillSoft is also supported on Mac operating systems.

For more information or to register for a SkillSoft account, visit www.buffalostate.edu/offices /hr/skillsoft.asp.

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Web Templates and Web Site Support
Web template training, service, and support are available for academic departments and administrative offices. The College Relations Office offers training especially for campus Web developers. Courses include Using the Web Template System, Web Site Statistics: Urchin, and Buffalo State Photo Gallery training. Additional computer training is provided by Computing and Technology Services. Employees may review course descriptions and register at http://bscintra.buffalostate.edu/registration.

The College Relations Office offers full-service Web development support for academic departments and administrative offices. Please contact Mark Norris, ext. 4859, for more information.

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From the Vice President for Finance and Management

Fire Evacuation Drill Procedures

In compliance with New York State Education Law, Section 807, fire evacuation drills will be held in various buildings throughout the campus April 16–20. 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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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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From the Chair of the College Senate

College Senate Meeting

The next College Senate meeting will be held at 3:00 p.m. Friday, April 13, in E. H. Butler Library 210. Interested faculty and staff members are invited to attend.

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Curricular Items

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

Program Revisions:

B.F.A. Design: Concentrations in Ceramics, Communication, Fiber, Metal/Jewelry, and Wood/Furniture (0180)
B.S. Design: Concentrations in Ceramics, Fiber, Metal/Jewelry, and Wood/Furniture (0175)
B.F.A. Painting (0155)
B.F.A. Photography (0160)
B.F.A. Printmaking (0165)
B.F.A. Sculpture (0170)
M.S.Ed. Mathematics Education 7–12 (6620)

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New Courses:

CIS 427 E-commerce Systems and Technologies. Examines technological advancements along with business and organizational issues of electronic commerce. The technological context includes an understanding of tools and concepts such as Web servers, client/servers, communication networks, and e-commerce software. The business context includes components such as payment methods, fulfillment policies, privacy, security, and international issues.

CRS 614 Advanced Cognitive Tools for Creative Problem Solving. A focus on developing students' skills in applying and facilitating advanced creative problem solving tools that involve diagnostic, visionary, strategic, ideational, evaluative, contextual, and tactical thinking. The cognitive tools are drawn from various fields, such as quality improvement and strategic management, and include decision making and various problem-solving models.

DES 300 Global Travel Sketchbook Tour. The tour is designed to give students the opportunity to experience a wide range of different cultural and geographical settings and record their observations in a sketchbook/journal. Tour destinations vary from semester to semester. The course examines the relationship of indigenous populations to their built and natural environments. In addition, students cultivate an appreciation and respect for cultural and social diversity.

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FOR 122 Scientific Criminal Evidence Analysis. Overview of scientific techniques that have been adapted and applied to detection and investigation of crimes; examination of the specific collection techniques, analytical processes, and value of

scientific evidence from the point of view of forensic scientists; overview of the different disciplines, specialties, and careers available in the field of forensic science.

IDE 100 Interior Design: An Overview. Introduction to the ideas, principles, and methods of solving interior design problems in both a lecture and studio setting and the differentiation between "interior decoration" and "interior design." Through a series of small experimental projects culminating in a major term project, students explore two-dimensional and three-dimensional design elements and principles as they are applied specifically to interior design. Conceptual design is emphasized and represented through sketches, basic mechanical drawings, perspectives, and models. Studio instruction is through both lecture and intensive and personalized critiques of student work by faculty members and peers, as well as by invited faculty and guest critics.

IDE 302 Interior Design Computer Applications. Introductory- to intermediate-level course integrating computer graphic and digital presentation software into previous interior design studio coursework. Building off the students' previous knowledge of manual presentation drawings, color rendering, and physical model photography, the course teaches the leading graphic design programs that are both stand-alone methods of presentation and those used primarily in conjunction with computer aided design (CAD) software. Primary emphasis is placed on the translation of fundamental manual presentation techniques to digital drawing, modeling, and graphic layout tools. Software includes professional 3-D modeling tools such as FormZ and RhinoCAD, and 2-D presentation and layout tools such as Adobe's Creative Suite and Quark Express. Creative problem solving projects include photo-manipulation and photomontage, Web site portfolio design, desktop portfolio design, desktop publishing, and poster and catalog design, as well as 3-D design projects.

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IDE 451 Interior Design VI. Constitutes the final studio experience prior to graduation and features one capstone design project. Students focus their design initiative with increased objectivity and adopt a comprehensive approach to the interior design process utilizing proposal, research, schematic design, construction documentation, material selections, specifications, technical writing, and presentation.

MAT 383 Applied Statistics. Categorical data analysis; simple linear regression and correlation; multiple linear regression; experimental design models (one, two or more factors); nonparametric statistics.

PSC 341 The European Union. In-depth study of the historical background of the formation of the European Union, an evolving quasi-federal state: enabling treaties, enlargement rounds, institutions, and policies. Major challenges to continued integration and expansion. Aspects of current interest such as enlargement negotiations with Turkey, policy initiatives, and treaty-based and informal institutional reform.

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THA 228 Stage Combat. Development of skills in the basics of stage combat including the techniques of stage fencing, found weapons, quarterstaff, kendo, t'ai chi chuan, and hand-to-hand combat with an emphasis on safety.

THA 235 Costume Construction I. The foundation of costume construction. Basic costuming from the ground up with emphasis on period construction, theatrical techniques, and nonconventional methods used in theater, dance, and screen

through vocabulary, demonstration, and hands-on production.

THA 334 Costume Construction II. Continuation of Costume Construction I. Advanced costuming techniques emphasizing dyeing, painting, footwear/hosiery, undergarments, accessories, and hat and wig construction as they apply to theater, dance, opera, film, and television.

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Course Revisions:

BIO 498 Honors Research. Independent investigation of an original scientific problem, completed over two semesters with transition to the second semester dependent upon satisfactory completion of research proposal during the first semester. Submission of final written report of investigation and oral presentation of work at a scientific meeting.

CWP 099 Developmental College Writing. A skill-building course designed to reinforce sentence and paragraph structure through emphasis on structure, unity, and coherence. Appropriate for both native students and nonnative English-speaking students needing skill enhancement in Standard American English.

CWP 101 College Writing I. Initiation into all phases of the writing process. The study and writing of expository and analytic prose, patterns of organization, and the features of good writing. Writing assignments emphasize rhetorical strategies and essay structure. ESL sections are appropriate for nonnative speakers of English.

CWP 102 College Writing II. Writing assignments emphasize argument and persuasion, advanced rhetorical strategies, analysis/synthesis, and research methods.

MAT 404 Applications of Linear Algebra. Selected applications of linear algebra to diverse fields such as biology, economics, and ecology, as well as to other areas of mathematics including curve fitting, geometry, and numerical analysis. Theory of eigenvalues/eigenvectors developed and applied to areas such as genetics, population growth, demography, conic sections, differential equations, and recursive sequences.

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Intellectual Foundations Designations:

DIVERSITY
BUS 305 Workforce Diversity in the Twenty-First Century

SOCIAL SCIENCE
ECO 305 Economic Statistics

WORLD CIVILIZATIONS
FTT 349 History of Textiles

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New Course and Intellectual Foundations Designations:

NATURAL SCIENCE and TECHNOLOGY AND SOCIETY
BIO 105 Biotechnology Applications and Issues. Science of molecular biology; tools for manipulating genes of most forms of life including humans. Biotechnology's

application of those tools to address problems in agriculture, the environment, medicine, and society. Effectiveness and safety of biotechnology as well as the cultural, political, and ethical concerns about its application.

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Course Revisions and Intellectual Foundations Designations:

DIVERSITY
DAN 230 Survey of African American Dance. The continuity of African American dance from traditional African to contemporary American through dance technique. Introduction to several dance forms: traditional, modern, and jazz; the cultural history that influenced these dance forms; and the contributions of significant choreographers. Students attend live dance performance.

DAN 234 The History of the Black Dance Movement. The development of African American dance and the contributions of African American artists through lecture and film. Emphasis on the evolution of traditional African dance forms and their influence on the contemporary dance vernacular. Students attend a live dance performance.

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NATURAL SCIENCE
NFS 102 Introductory Nutrition. A basic science in human nutrition focuses on knowledge of chemical structure, dietary sources, requirements, functions, digestion, absorption, transportation, utilization, and excretion of essential nutrients and other substances.

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ORAL COMMUNICATION
AED 303 Elementary Student Teaching in Art. Students are assigned to a supervised elementary teaching placement for five full days a week for approximately seven consecutive weeks. Students are required to effectively demonstrate content knowledge, pedagogical preparation, instructional delivery, classroom management, knowledge of student development, collaboration with school professionals, and reflective practice.

AED 304 Secondary Student Teaching in Art. Students are assigned to a supervised secondary teaching placement for five full days a week for approximately seven consecutive weeks. Students are required to effectively demonstrate content knowledge, pedagogical preparation, instructional delivery, classroom management, knowledge of student development, collaboration with school professionals, and reflective practice.

BIO 303 Genetics: Principles of Mendelian. Molecular and population genetics. Classic and molecular experimental methods for studying of gene structure, transmission, expression.

BIO 350 Genes in Populations. Processes that cause populations to change over time: mutation, natural selection, genetic drift, and gene flow. Application of population genetic principles to problems in conservation biology and forensic genetic analysis.

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SOCIAL SCIENCE

PSC 101 Introduction to Government and Politics. The nature and scope of political science; ideological foundations of politics; comparative study of the governments of constitutional, totalitarian, and developing systems; the dynamics of politics and functions of political institutions.

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TECHNOLOGY AND SOCIETY

CHE 315 Environmental Chemistry and Technology. Discussion of chemical reactions in air, water, and soil. Effect of human activities on the chemical environment. Alternative energy sources, pollution-control methods and devices.

NFS 105 Food and People. The use of technology and science for food production, preservation, processing, and safety profoundly influences nutritional, economic, social, ethical, legal, and personal issues. Concerns about the impact of technology on environment, health, culture, and hunger/malnutrition are addressed. Course prepares students to understand the concepts of food, nutrition, food culture, and food safety for optimal health.

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WORLD CIVILIZATION

NFS 108 Civilizations and Food Culture in the Far East. The foundation of knowledge in civilizations and food cultures through the historic periods in the Far East includes understanding of its geography, political systems, societies and cultures, economies, and food and food culture. Course focuses on the relationship between human development and food/food culture in the region in context to the historic periods.

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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.

2006–2007 publication schedule:

Fall 2006	Spring 2007	Summer 2007
August 17, 24, 31	January 11, 18, 25	June 14
September 7, 14, 21, 28	February 1, 8, 15, 22	July 19
October 5, 12, 19, 26	March 1, 8, 15, 22, 29	
November 2, 9, 16, 30	April 12, 19, 26	
December 7, 14, 21	May 3, 10, 17	

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. LII, No. 32
April 19, 2007

In this issue:

From the President
College Council Meeting
From the Vice President for Finance and Management
From Institutional Advancement and Development
Faculty and Staff Appeal
From the Chair of the College Senate
Curricular Items

From the President

College Council Meeting

The next meeting of the Buffalo State College Council will be held at 4:00 p.m. Tuesday, April 24, in Cleveland Hall 518.

Agenda

1. Call to Order
2. Action Items
   - Approval of Minutes: March 13, 2007
   - Resolutions
3. Council Chair's Report
4. President's Report
5. Announcements
6. Adjournment

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From the Vice President for Finance and Management

From Institutional Advancement and Development

Bulletin announcements from Institutional Advancement and Development will appear under the Finance and Management heading while the unit reports to the vice president for finance and management.

Faculty and Staff Appeal

Buffalo State College's 2007 Faculty and Staff Appeal officially concludes on April 20. If you have not already made your gift, I encourage you to help support the college's mission of providing excellent, affordable public education.

This year's appeal is well on its way to welcoming 135 new donors at the Anniversary Club level or higher, and to increasing the percentage of our community members who support the students and programs at Buffalo State.

Your support of the Faculty and Staff Appeal, either through payroll deduction or a cash gift, is a strong endorsement of Buffalo State College and its commitment to the intellectual, professional, and personal growth of its students, faculty, and staff. Your support tells our alumni, friends, and corporate and foundation donors that we believe in ourselves—and we are worthy of their investment.

This is your opportunity to show that you believe in the mission of Buffalo State. Thank you for helping to make a significant difference in the lives of more than 11,000 Buffalo State students!

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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 forwarded to the president for review and approval:

Program Revision:
M.S.Ed. Special Education: Early Childhood (Birth–Grade 2) (6340)

New Course:
MUS 220 Technology Applications for Music Education

Course Revisions:
IDE 202 Construction Fundamentals I
IDE 253 Furniture Theory and Application
IDE 352 AutoCAD for Interior Design
IDE 353 Professional Practice

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Course Revisions and Intellectual Foundations Designations:

ARTS
MUS 201 Survey of Western Music History
MUS 208 Survey of World Music Cultures
MUS 210 Theory for Non-Majors

DIVERSITY
SPC 311 Intercultural Communication
SPC 333 Minorities and the Media

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Vol. LII, No. 33
April 26, 2007

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From the Vice President and Chief Information Officer
Computer Training, SkillSoft E-Learning, Web Templates, and Web Site Support
From the Vice President for Finance and Management
Storm Water Management Program Annual Report
From the Chair of the College Senate
Curricular Items

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:

Program Revision:
M.S.Ed. Special Education: Early Childhood (Birth–Grade 2) (6340)

Course Revisions:
IDE 202 Construction Fundamentals I
IDE 253 Furniture Theory and Application
IDE 352 AutoCAD for Interior Design
IDE 353 Professional Practice

Course Revisions and Intellectual Foundations Designations:
ARTS
MUS 201 Survey of Western Music History
MUS 208 Survey of World Music Cultures
MUS 210 Theory for Non-Majors

Intellectual Foundations Designations:
DIVERSITY

SPC 311 Intercultural Communication
SPC 333 Minorities and the Media

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From the Provost

Critique and Evaluation Period

Critique and Evaluation Period (CEP) for spring 2007 will take place on Monday, May 7; Tuesday, May 8; Wednesday, May 9; and Thursday, May 10. A study day will be held on Friday, May 4.

CEP provides a single class meeting during which faculty and students have 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 (exams to be scheduled during CEP and not before).

The following regulations govern CEP:

- A study day will occur the weekday immediately prior to the start of CEP. Evening classes that meet only once a week will not have a study day.
- 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).
- Instructors will not schedule a final exam prior to CEP. Instructors may not change the date and time of their final class periods during CEP. In case of emergencies, confer with the appropriate dean and notify University College.
- CEPs will be scheduled for one-hour-and-50-minute periods. Instructors are not to increase or decrease the scheduled CEP time.
- In case of an emergency that would close the school, CEPs scheduled for the time of the closing will be rescheduled on the emergency CEP day only.
- 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 and Chief Information Officer

Computer Training, SkillSoft E-Learning, Web Templates, and Web Site Support

Computing and Technology Services and the Information Commons offer monthly computer training classes. Unless otherwise stated, classes are held in CyberQuad, E. H. Butler Library 318. Please bring a USB flash drive (to save your work), 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. 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 6.0 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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May 2007 Workshops
*Note: All Banner training classes will be held in CyberQuad 316.

Banner Training for Department Secretaries*	Wednesday, May 2	1:00–2:00 p.m.
Banner Training for Faculty*	Thursday, May 3	10:00–11:00 a.m.
Accessing Your Office Computer Remotely	Monday, May 7	10:00–11:00 a.m.
Banner Training for Faculty*	Monday, May 7	1:00–2:00 p.m.
Using the Web Template System	Tuesday, May 8	10:00–11:30 a.m.
Creating Forms Using MS Word	Tuesday, May 8	1:00–3:00 p.m.
Introduction to Audacity	Wednesday, May 9	1:00–3:00 p.m.
Banner Training for Department Secretaries*	Thursday, May 10	10:00–11:00 a.m.
	Wednesday, May	

Banner Training for Faculty*	16	2:00–3:00 p.m.
Banner Training for Department Secretaries*	Thursday, May 17	2:00–3:00 p.m.
Banner Training for Faculty*	Tuesday, May 22	1:00–2:00 p.m.
Accessing Your Office Computer Remotely	Wednesday, May 23	1:30–2:30 p.m.
Introduction to Adobe Acrobat	Thursday, May 24	9:00–11:00 a.m.
Banner Training for Department Secretaries*	Thursday, May 24	10:00 a.m.–11:00 a.m.
Banner Training for Department Secretaries*	Tuesday, May 29	1:00 a.m.–2:00 p.m.

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SkillSoft E-Learning
Faculty, staff, and students have unlimited 24/7 access to over 2,000 online business and technology courses and over 7,000 unabridged books on the Internet through SkillSoft, a leading provider of e-learning and performance support solutions. SkillSoft offers a combination of flexible learning technologies including Books24x7, live mentoring, practice certification exams, express guide manuals, job aids, skillbriefs, and simulations. SkillSoft is also supported on Mac operating systems.

For more information or to register for a SkillSoft account, visit www.buffalostate.edu/offices /hr/skillsoft.asp.

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Web Templates and Web Site Support
Web template training, service, and support are available for academic departments and administrative offices. The College Relations Office offers training especially for campus Web developers. Courses include Using the Web Template System, Web Site Statistics: Urchin, and Buffalo State Photo Gallery training. Additional computer training is provided by Computing and Technology Services. Employees may review course descriptions and register at http://bscintra.buffalostate.edu/registration.

The College Relations Office offers full-service Web development support for academic departments and administrative offices. Please contact Mark Norris, ext. 4859, for more information.

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From the Vice President for Finance and Management

Storm Water Management Program Annual Report

The Environmental Health and Safety (EH&S) Office is accepting public comments on the campus Storm Water Management Program Annual Report to the New York

State Department of Environmental Conservation. This report, which addresses campus storm water pollution prevention activities for the calendar year ending March 9, 2007, and directions for submitting comments can be found on the EH&S Storm Water Pollution Prevention Web site. A paper copy of this report is also available for viewing in the Campus Services reception area, located in the Clinton Center.

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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 forwarded to the president for review and approval:

New Courses:
CHE/BIO 672 Forensic Molecular Biology
FOR 612 Principles of Forensic Science
FOR 614 Forensic Applications of Instrumental Analysis
FOR 616 Microscopy in Forensic Science
FOR 618 Drug Chemistry and Toxicology

Course Revision:
CHE 680 Advanced Analytical Chemistry

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Vol. LII, No. 34
May 3, 2007

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- Computer Training, SkillSoft E-Learning, Web Templates, and Web Site Support

From the Vice President for Finance and Management
- Position Announcement: Secretary to the Vice President for Finance and Management
- Purchase Requisition Deadlines

From the Chair of the College Senate
- College Senate Meeting
- Curricular Items

From the President

Response to Senate Recommendations

At its April 13, 2007, meeting, the College Senate unanimously voted to forward the following recommendations to the president for approval:

Recommendation One:
Inclusion of the following statement in the college catalog:

Faculty may require students to use textual similarity detection software (e.g. Turnitin.com) in courses at Buffalo State College. Textual similarity detection software compares submitted student text to a database of millions of previously published documents, including those on the public Internet, a proprietary collection of published articles, as well as every student paper previously submitted to the detection service. When similarities between student text and an existing document are found, the software identifies those similarities for instructor and/or student review. (Similarity alone is not evidence of academic misconduct, as such material may be correctly cited.) This software may be used as an educational tool to assist students in

learning how to properly cite resources, to decrease instances of academic misconduct, and/or to assist in the identification of acts of academic misconduct.

Recommendation Two:
Further, the Instruction and Research Committee recommends this statement's inclusion in the Faculty/Librarian Handbook, wherein faculty should be advised to include it in syllabi of all courses using textual similarity detection software.

I hereby accept the recommendations of the College Senate and authorize inclusion of the statement above in both the college catalog and the Faculty/Librarian Handbook when these documents are next printed in 2007–2008.

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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:

New Courses:
CHE/BIO 672 Forensic Molecular Biology
FOR 612 Principles of Forensic Science
FOR 614 Forensic Applications of Instrumental Analysis
FOR 616 Microscopy in Forensic Science
FOR 618 Drug Chemistry and Toxicology

Course Revision:
CHE 680 Advanced Analytical Chemistry

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From the Provost

SEFA/United Way Campaign and 2007 Day of Caring

Academic Affairs will coordinate the 2007 Buffalo State SEFA/United Way Campaign. Margaret Shaw-Burnett, assistant vice president of Continuing Professional Studies, will serve as campaign chair. The organizational framework to ensure a successful effort is being established.

Members of the Buffalo State community are invited to participate in the United Way Day of Caring scheduled for Wednesday, August 15. Those interested in being a part of the college's Day of Caring team may advise Carolyn Martino, ext. 5903, by Monday, May 21.

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From the Vice President and Chief Information Officer

Computer Training, SkillSoft E-Learning, Web Templates, and Web Site Support

Computing and Technology Services and the Information Commons offer monthly computer training classes. Unless otherwise stated, classes are held in CyberQuad, E. H. Butler Library 318. Please bring a USB flash drive (to save your work), 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. 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 6.0 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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May 2007 Workshops
*Note: All Banner training classes will be held in CyberQuad 316.

Banner Training for Faculty*	Thursday, May 3	10:00–11:00 a.m.
Accessing Your Office Computer Remotely	Monday, May 7	10:00–11:00 a.m.
Banner Training for Faculty*	Monday, May 7	1:00–2:00 p.m.
Using the Web Template System	Tuesday, May 8	10:00–11:30 a.m.
Creating Forms Using MS Word	Tuesday, May 8	1:00–3:00 p.m.
Introduction to Audacity	Wednesday, May 9	1:00–3:00 p.m.

Banner Training for Department Secretaries*	Thursday, May 10	10:00–11:00 a.m.
Banner Training for Faculty*	Wednesday, May 16	2:00–3:00 p.m.
Banner Training for Department Secretaries*	Thursday, May 17	2:00–3:00 p.m.
Banner Training for Faculty*	Tuesday, May 22	1:00–2:00 p.m.
Accessing Your Office Computer Remotely	Wednesday, May 23	1:30–2:30 p.m.
Introduction to Adobe Acrobat	Thursday, May 24	9:00–11:00 a.m.
Banner Training for Department Secretaries*	Thursday, May 24	10:00 a.m.–11:00 a.m.
Banner Training for Department Secretaries*	Tuesday, May 29	1:00 a.m.–2:00 p.m.

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SkillSoft E-Learning
Faculty, staff, and students have unlimited 24/7 access to over 2,000 online business and technology courses and over 7,000 unabridged books on the Internet through SkillSoft, a leading provider of e-learning and performance support solutions. SkillSoft offers a combination of flexible learning technologies including Books24x7, live mentoring, practice certification exams, express guide manuals, job aids, skillbriefs, and simulations. SkillSoft is also supported on Mac operating systems.

For more information or to register for a SkillSoft account, visit www.buffalostate.edu/offices /hr/skillsoft.asp.

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Web Templates and Web Site Support
Web template training, service, and support are available for academic departments and administrative offices. The College Relations Office offers training especially for campus Web developers. Courses include Using the Web Template System, Web Site Statistics: Urchin, and Buffalo State Photo Gallery training. Additional computer training is provided by Computing and Technology Services. Employees may review course descriptions and register at http://bscintra.buffalostate.edu/registration.

The College Relations Office offers full-service Web development support for academic departments and administrative offices. Please contact Mark Norris, ext. 4859, for more information.

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From the Vice President for Finance and Management

Position Announcement: Secretary to the Vice President for Finance and Management

The Vice President for Finance and Management's Office is conducting an internal search to fill the position of secretary 2, which serves as the vice president's secretary. This is a noncompetitive confidential civil service position for which no civil service exam is required. The chair of the search committee, Barbara Meyer, will be accepting applications until Monday, May 7. Please refer to the vacancy announcement on the Human Resource Management Web site.

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Purchase Requisition Deadlines

Requisitions for supplies, materials, services, and equipment from fiscal year 2006–2007 funds must be received in the Purchasing Office by the close of business on the following dates:

$20,000 or more (contract)	Monday, June 4
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Purchase requisitions for computer equipment and equipment replacement requirements, as well as purchases through OfficeMax for office supplies, also must adhere to these deadlines.

Important note: It is the responsibility of departments to ensure that all requisitions for fiscal year 2006–2007 are received in the Purchasing Office by the above deadlines. Late requisitions will not be processed. Requests received through campus mail after the deadlines will be returned.

Call Terri Locher in the Purchasing Office at ext. 4113 with questions.

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From the Chair of the College Senate

College Senate Meeting

The final College Senate meeting of the academic year will be held at 2:00 p.m. Friday, May 4, in Butler Library 210. The agenda is available on the College Senate Web site. Interested faculty and staff members are invited to attend.

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Curricular Items

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

New Program:
B.A. Writing (1501)

Program Revisions:
M.S.Ed. Adult Education (6850)
M.S.Ed. Mathematics Education (7–12) (6620)
Graduate Certificate in Adult Education (6851)

New Courses:
CRS 614 Advanced Cognitive Tools for Creative Problem Solving
ENG 201 The Craft of Writing
ENG 245 Writing about the Arts
ENG 247 Nature Writing
ENG 266 The Personal Essay
ENG 325 Creative Nonfiction
ENG 410 Composition and Rhetorical Theory
ENG 645 Literature and Social Justice
PSC 334 Latin America in World Politics

Intellectual Foundations Designation:
NATURAL SCIENCES
GES 101 Introductory Geology

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May 10, 2007

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  - Call for Nominations: 2007 Young Alumnus Achievement Awards

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- Senate Standing Committees
- Curricular Items

From the Provost

Service Learning Faculty Fellowships Awarded

The Volunteer and Service-Learning Center (VSLC), with support from the provost, is pleased to announce the 13 faculty and staff members who were recently awarded a Community Service Faculty Fellowship for the 2007–2008 academic year. 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 to incorporate a service-learning component. Please join us in congratulating the following VSLC faculty fellows:

Mary Bailey, lecturer, Elementary Education and Reading
Bruce Baum, professor, Exceptional Education
John Cabra, assistant professor, Creative Studies
SimonPeter Gomez, lecturer, Political Science
Joy Guarino, lecturer, Theater
Theresa Harris-Tigg, assistant professor, English
Carolyn Hilarski, associate professor, Social Work
Elizabethe Kelley, assistant professor, English
Marguerite Knowles, assistant professor, Communication
Kathryn Leacock, lecturer, History and Social Studies Education
Eugene Lewis, head cross-country/track and field coach, Intercollegiate Athletics
Jodelle Magner, assistant professor, Mathematics
Patrick McGovern, assistant professor, Political Science

Service learning is a form of experiential education that links learning in the

classroom with activities that students participate in to address 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, please contact Gary Welborn, ext. 6428, or Stephanie Zuckerman-Aviles, ext. 5811.

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From the Vice President for Finance and Management

From Institutional Advancement and Development
Bulletin announcements from Institutional Advancement and Development will appear under the Finance and Management heading while the unit reports to the vice president for finance and management.

Call for Nominations: 2007 Young Alumnus Achievement Awards

The Buffalo State College Alumni Association seeks nominations for the 2007 Young Alumnus Achievement Award, which will be presented at a special awards reception on Friday, September 28, during Homecoming Weekend.

Now in its sixth 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 2007 nominations is Friday, June 29; 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 nominations or more information, contact Jennifer Small, ext. 6001, or visit the Alumnus Awards Web page to submit an application online.

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From the Chair of the College Senate

Senate Standing Committees

The College Senate always needs faculty 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 2007–2008 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 non-approval 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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Curricular Items

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

New Course:
EDU 619 Practicum in Gifted, Talented, and Creative Education. Seminar experience and supervised practice of a minimum of 50 hours in gifted, talented, and

creative education in a gifted-education setting with guidance from a gifted specialist. Students implement appropriate learning opportunities, collaborate with other professionals, and examine how the gifted education complements the total school program.

Course Revisions:
EDU 326 Early Literacy and Language Development (formerly EDU 426 Emergent Literacy). Exploration of principles, practices, and materials for providing children, birth–preschool, with a strong foundation to support early literacy skills and language development. Examines theoretical influences on language development, relationship between oral language and early literacy, children's literature, curriculum, and assessment. Consideration of implications for enhanced literacy and language outcomes for all children.

EDU 651 Improving Mathematics in the Elementary School. Modes of instruction; development of diagnostic skills; needs of slow and rapid learners; selection and use of appropriate teaching materials in elementary school mathematics programs.

Course Revision and Intellectual Foundations Designation:
WESTERN CIVILIZATION
AED 315 Arts in Living. Contemporary and historic art forms as they apply to everyday living. Discussion and analysis of the individual significance and interrelatedness of architecture, industrial design, the graphic arts, painting, sculpture, music, and theater arts in the context of the history of Western civilization. Participation in creative activities related to the course.

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The following have been approved by the College Senate Curriculum Committee and forwarded to the Senate Intellectual Foundations Oversight Committee (SIFOC) for review and approval:

New Course:
TECHNOLOGY AND SOCIETY
HIS 120 History of American Urban Technology

Course Revisions:
SOCIAL SCIENCE
SLP 206 Language Development

NATURAL SCIENCE
SLP 220 Introduction to Communication Disorders

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- Computer Training, SkillSoft E-Learning, Web Templates, and Web Site Support

From the Vice President for Finance and Management
- Purchase Requisition Deadlines

From the Chair of the College Senate
- Senate Standing Committees
- Curricular Items

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:

New Program:
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M.S.Ed. Adult Education (6850)
M.S.Ed. Mathematics Education (7–12) (6620)
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ENG 201 The Craft of Writing
ENG 245 Writing about the Arts
ENG 247 Nature Writing

ENG 266 The Personal Essay
ENG 325 Creative Nonfiction
ENG 410 Composition and Rhetorical Theory
ENG 645 Literature and Social Justice
PSC 334 Latin America in World Politics

Intellectual Foundations Designation:
NATURAL SCIENCES
GES 101 Introductory Geology

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From the Provost

First-Year-Award Winners

University College is pleased to announce the winners of its inaugural First-Year Awards, instituted to reward students, faculty, and staff who have enriched the campus community through participation in First-Year Programs at Buffalo State:

Allen Shelton, Associate Professor, Sociology
Outstanding Faculty/Staff Contribution to First-Year Student Success
This award recognizes a faculty or staff member who demonstrates excellence in teaching and/or advising in learning communities, first-year seminars, BSC 101, or UNC 100.

Allen Shelton has been one of the guiding forces and leading thinkers in the evolution of learning communities at Buffalo State. His insights and commitment to intellectual rigor and vitality in the first-year experience have been extraordinary. He has invited first-year students from Buffalo State to participate in scholarly life at the highest level, including conference presentations and publications. In addition, Shelton taught one of the pilot sections of BSC 101 and made significant contributions to the evolution of the course. He receives $500 for travel to a professional conference or for research materials.

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Sarah Fehskens, English
Outstanding First-Year Student Scholarly or Creative Achievement
This award goes to a first-year student who demonstrates superior academic achievement. The following statement is from Sarah Fehskens's nomination:

"By the end of the first year, Sarah will have presented papers at two conferences, the Learning Community Showcase and Ethnographic Dreamworlds; participated in the class trip to Dublin, Ireland; won our Learning Community Student Award; been a student in the Honors Program; had an essay published in the *Alienist;* and maintained a 3.99 average. Sarah Fehskens sets the standard for a great student. In the last two semesters, Sarah has not only stepped ahead of her cohorts but is more accomplished than all but the best of my senior students."

Fehskens receives $250 per semester during the 2007–2008 academic year for books.

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Esther Ariyibi, Undeclared
Outstanding First-Year Student Contribution to Campus Life
This award goes to a first-year student who becomes involved in and makes a significant contribution to a campus organization.

Esther Ariyibi participates in the Pan-African Students Organization, the African American Students Organization, and the Caribbean Students Organization. She is also a university police student assistant. Her nominator points to her desire to interact with diverse peoples, promote respect, and learn about student leadership as her motivation to engage the campus community to this degree. Ariyibi receives $250 per semester during the 2007–2008 year for books and $250 dining dollars per semester from Campus Life.

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Request for Presentations: Faculty/Staff Research and Creativity Fall Forum

Buffalo State College has scheduled its eighth annual Faculty/Staff Research and Creativity Fall Forum for Thursday, October 25, in the Houston Gym. Setup time is 9:00 a.m.; presentations will run from 11:00 a.m. to 1:30 p.m. A buffet lunch will be provided for all participants and attendees.

As in past years, the goal of this forum is to develop, encourage, and support Buffalo State College faculty and staff research and creativity, and to make collaborative research endeavors and grantsmanship more accessible. This is an excellent opportunity to network with other Buffalo State College faculty and staff and identify common scholarly and creative interests that you may have. Every year, individuals comment that they enjoyed learning what others were doing and as a result, new collaborations were developed.

All faculty and staff are invited to organize an exhibit to present current research, creative activity, or other scholarship. Individual, departmental, or group exhibits are welcome. A page designated to the event will appear on the Research Foundation's Web site. To participate, please complete and submit the online form. Titles and abstracts/descriptions must be electronically submitted by Friday, September 28.

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From the Vice President and Chief Information Officer

Appointment: Interim Director of Operational Services

Thomas Killian has been appointed interim director of operational services following the retirement of David Cummings. Killian has been the manager of networking and communications since he began his tenure at the college in 1998. His areas of

responsibility will include central operations and production services in addition to his current duties. His appointment was effective April 30.

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Computer Training, SkillSoft E-Learning, Web Templates, and Web Site Support

Computing and Technology Services and the Information Commons offer monthly computer training classes. Unless otherwise stated, classes are held in CyberQuad, E. H. Butler Library 318. Please bring a USB flash drive (to save your work), 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.

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Password: your password
Domain: bsclogon

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June 2007 Workshops
*Note: All iLife workshops will be held in CyberQuad 315.

Webmaster Training: Introduction to HTML	Monday, June 11	1:00–3:00 p.m.
Using the Web Template System	Tuesday, June 12	10:00–11:30 a.m.
Accessing Your Office Computer Remotely	Tuesday, June 12	2:00–3:00 p.m.
Adobe GoLive	Thursday, June 14	9:00–11:00 a.m.
Mac Users: iLife Suite - Garage Band*	Friday, June 15	1:00–4:00 p.m.
Web Site Statistics: Urchin	Tuesday, June 19	10:00–11:00 a.m.
Mac Users: iLife Suite - iPhoto*	Tuesday, June 19	1:00–4:00 p.m.
Accessing Your Office Computer Remotely	Wednesday, June 20	10:00–11:00 a.m.
Adobe GoLive	Wednesday, June 20	1:00–3:00 p.m.

Buffalo State Photo Gallery	Thursday, June 21	9:30–11:00 a.m.
Demo: Impatica	Friday, June 22	10:00–11:00 a.m.
Accessing Your Office Computer Remotely	Friday, June 22	2:00–3:00 p.m.
Using the Web Template System	Tuesday, June 26	2:00–3:30 p.m.

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SkillSoft E-Learning
Faculty, staff, and students have unlimited 24/7 access to over 2,000 online business and technology courses and over 7,000 unabridged books on the Internet through SkillSoft, a leading provider of e-learning and performance support solutions. SkillSoft offers a combination of flexible learning technologies including Books24x7, live mentoring, practice certification exams, express guide manuals, job aids, skillbriefs, and simulations. SkillSoft is also supported on Mac operating systems.

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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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Curricular Items

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

Program Revision:
B.F.A. Painting (0155)
B.F.A. Photography (0160)
B.F.A. Printmaking (0165)
B.F.A. Sculpture (0170)

New Minor:
Study of Understanding Community, Diversity, and Peace (Geography and Planning Department)

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The following has been approved by the Senate Curriculum Committee and forwarded to the Senate Intellectual Foundations Oversight Committee for their review and approval:

Course Revision:
INTELLECTUAL FOUNDATIONS
HON 100 Honors Foundations of Inquiry

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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:

Intellectual Foundations Designations and Course Revisions:
TECHNOLOGY AND SOCIETY
TEC 150 Technology in Everyday Life. The applied physics and technology involved in everyday life in order to gain an understanding of basic science and engineering principles; Newton's laws of motion as they apply to an ice skater and bumper cars; principles of fluid mechanics like water flowing from a garden hose and the buoyancy of ships; heat transfer and phase transitions like water in its three phases and home heating systems; thermodynamic efficiency of automobile engines as well as air conditioners; resonance and mechanical waves developed by music instruments; basic electricity and its many applications from how it is produced by water and wind to how it is used to produce light; light and optics, for example, splitting the colors of sunlight to focusing light in a camera lens.

TEC 260 Development of Technology. The history of science and technology; the evolution of technology and its effects on humanity, for example, advances in agriculture and health care; era-specific technology such as weapons developed for defense and building processes to construct small communities and large cities; evolution of energy and power leading to current alternatives such as solar energy, wind power, hydroelectric power, fuel cells, and biomass energy; how technology has affected and been affected by ecology, climatology, health care, ethics, war, and

politics.

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Vol. LII, No. 37
June 14, 2007

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- Curricular Actions

From the Provost
- Appointment: Dean of the School of Arts and Humanities
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From the Chair of the College Senate
- Senate Chair, Vice Chair, and Committee Chair Runoff Election Results
- Curricular Items
- Senate Standing Committees

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:

Revised Programs:
B.F.A. Painting (0155)
B.F.A. Photography (0160)
B.F.A. Printmaking (0165)
B.F.A. Sculpture (0170)

New Course:
HIS 120 History of American Urban Technology

Revised Courses and Intellectual Foundations Designations:
DIVERSITY
ENG 354 Ethnic American Literatures

OTHER WORLD CIVILIZATIONS
NFS 108 Civilizations and Food Culture in the Far East

NATURAL SCIENCES
SLP 220 Introduction to Communication Disorders

Intellectual Foundations Designations:
DIVERSITY
BUS 305 Workforce Diversity in the Twenty-first Century

OTHER WORLD CIVILIZATIONS
FTT 349 History of Textiles

TECHNOLOGY AND SOCIETY
SCI 231 Pollution, the Environment, and Society

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From the Provost

Appointment: Dean of the School of Arts and Humanities

Benjamin C. Christy was appointed dean of the School of Arts and Humanities on June 1, following a national search. Christy comes to Buffalo State from Indiana University–Purdue University Fort Wayne, where he served as dean of the College of Visual and Performing Arts for the past 11 years. A native of Dallas, Texas, he received his B.M.E. from Texas Christian University, and his M.M. in wind instruments and A.Mus.D. in clarinet performance from the University of Michigan, where he was the teaching fellow in clarinet and clarinetist.

Christy has been featured as a clarinet soloist in Vienna and in the Soviet Union with the Leningrad State Chamber Orchestra and the Klassica Symphony Orchestra of Leningrad. He has also performed in Carnegie Hall and Town Hall in New York City, the Phillips Collection in Washington, D.C., and Philadelphia's Academy of Music, as well as on television and radio and in many college and community concert series.

In his role at Buffalo State, Christy will lead the School of Arts and Humanities, which comprises the departments of Art Education, Communication, Design, English, Fine Arts, Interior Design, Modern and Classical Languages, Music, Philosophy and Humanities, and Theater, as well as the college's prestigious graduate program in art conservation and the Performing Arts Center at Rockwell Hall. He succeeds Emile C. Netzhammer, who left Buffalo State to become provost of Keene State College in New Hampshire.

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College and Community Partnerships Office Minigrant Awards

The College and Community Partnerships Office has awarded first-time Partnership Minigrants to 11 Buffalo State faculty members. The minigrant initiative is designed to offer unique opportunities for tenured and tenure-track faculty to address a particular situation, problem, or issue in partnership with the community. The goal of the initiative is to strengthen current and establish new partnerships that highlight

and enhance the college's targeted areas of expertise. In addition, the minigrant awards provide faculty opportunities for scholarly research and/or publication in conjunction with important service to the community. Marian Deutschman, interim director of the Partnerships Office, noted that minigrant reviewers were impressed with the quality of the submissions. Individual awards, listed below, ranged from $500 to $3,000 and totaled more than $16,700.

Jozef Bajus, M.F.A., associate professor, Design
Hosting guests from Slovakia for a reciprocity workshop: Identity of the Space #2
Community Partner: Buffalo and Erie County Historical Society
Award: $500

Louis A. Colca, M.S.W., associate professor, Social Work
Reaching for the Future: Computer Skills for Foster Youth
Community Partner: Erie County Department of Social Services
Award: $500

Cynthia A. Conides, Ph.D., associate professor, History and Social Studies Education
Strengthening Professional Leadership in the Planning and Accreditation Process
Community Partner: Buffalo and Erie County Historical Society
Award: $1,100

William S. Durfee, Ph.D., associate professor, Chemistry
A Bridge over Troubled Water: Chemical Analysis of Pollution in the Scajaquada Creek
Community Partner: Buffalo Niagara Riverkeeper
Award: $2,000

Keli A. Garas-York, Ph.D., assistant professor, Elementary Education and Reading Teaching with Technology
Community Partner: Pinehurst Elementary School
Award: $2,668

Robin Lee Harris, Ph.D., associate professor, Earth Sciences and Science Education
Riverwatch Program: An Urban Science Education Partnership
Community Partner: Buffalo Niagara Riverkeeper
Award: $2,000

Theresa M. Janczak, Ph.D., assistant professor, Exceptional Education
Developing a Literacy Intervention Model for At-Risk Students in Kindergarten
Community Partner: Campus West School
Award: $1,987

Marguerite E. Knowles, M.F.A., assistant professor, Communication
Documentary: "Restoring Community: Collaborative Renovation of Asarese-Matters Community Center"
Community Partner: Asarese-Matters Community Center
Award: $2,000

Kevin J. Miller, Ed.D., assistant professor, Exceptional Education
Freeze Framing for Success: A College and Community Collaboration
Community Partner: Hopevale Union Free School District
Award: $2,000

Elaine M. Polvinen, M.F.A., professor, Technology
Education/Industry Partnership: Application Training, Testing, and Analysis

Community Partner: Eastman Machine Company
Award: $1,000

Gary S. Welborn, Ph.D., associate professor, Sociology
2007 Buffalo State College Community Service Day
Community Partner: Keep Western New York Beautiful
Award: $1,000

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From the Vice President and Chief Information Officer

Computer Training, SkillSoft E-Learning, Web Templates, and Web Site Support

Computing and Technology Services and the Information Commons offer monthly computer training classes. Unless otherwise stated, classes are held in CyberQuad, E. H. Butler Library 318. Please bring a USB flash drive (to save your work), 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. Announcements for these classes are made through student e-mail and/or fliers 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 6.0 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 2007 Workshops

*Note: All iLife workshops will be held in CyberQuad 315.

Adobe GoLive	Thursday, June 14	9:00–11:00 a.m.
Mac Users: iLife Suite - Garage Band*	Friday, June 15	1:00–4:00 p.m.
Web Site Statistics: Urchin	Tuesday, June 19	10:00–11:00 a.m.
ANGEL: Introduction	Tuesday, June 19	1:00–3:00 p.m.
Mac Users: iLife Suite - iPhoto*	Tuesday, June 19	1:00–4:00 p.m.
Accessing Your Office Computer Remotely	Wednesday, June 20	10:00–11:00 a.m.
Adobe GoLive	Wednesday, June 20	1:00–3:00 p.m.
Buffalo State Photo Gallery	Thursday, June 21	9:30–11:00 a.m.
Demo: Impatica	Friday, June 22	10:00–11:00 a.m.
Accessing Your Office Computer Remotely	Friday, June 22	2:00–3:00 p.m.
Using the Web Template System	Tuesday, June 26	2:00–3:30 p.m.

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July 2007 Workshops

Using the Web Template System	Tuesday, July 10	2:00–3:30 p.m.
ANGEL: Introduction	Monday, July 16	9:00–11:00 a.m.
Web Site Statistics: Urchin	Tuesday, July 17	10:00–11:00 a.m.
Using the Web Template System	Tuesday, July 24	10:00–11:30 a.m.

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SkillSoft E-Learning
Faculty, staff, and students have unlimited 24/7 access to over 2,000 online business and technology courses and over 7,000 unabridged books on the Internet through SkillSoft, a leading provider of e-learning and performance support solutions. SkillSoft offers a combination of flexible learning technologies including Books24x7, live mentoring, practice certification exams, express guide manuals, job aids, skillbriefs, and simulations. SkillSoft is also supported on Mac operating systems.

For more information or to register for a SkillSoft account, visit www.buffalostate.edu/offices /hr/skillsoft.asp.

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Web Templates and Web Site Support
Web template training, service, and support are available for academic departments and administrative offices. The College Relations Office offers training especially for campus Web developers. Courses include Using the Web Template System, Web Site Statistics: Urchin, and Buffalo State Photo Gallery training. Additional computer training is provided by Computing and Technology Services. Employees may review course descriptions and register at http://bscintra.buffalostate.edu/registration.

The College Relations Office offers full-service Web development support for academic departments and administrative offices. Please contact Mark Norris, ext. 4859, for more information.

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From the Chair of the College Senate

Senate Chair, Vice Chair, and Committee Chair Runoff Election Results

Following are the results of the contested elections for the 2007–2008 Senate officers and chair of the Instruction and Research Committee:

Chair of the College Senate
Sharon F. Cramer
SUNY Distinguished Service Professor, Exceptional Education

Vice Chair of the College Senate
Betty J. Cappella
SUNY Distinguished Service Professor, Educational Foundations

Chair of the Instruction and Research Committee
Heather D. Maldonado
Assistant to the Dean, Academic Standards Office, University College

The turnout for the elections was outstanding. Forty-one of 42 faculty and staff members participated in the process, and four of 11 elected students did likewise.

Congratulations to those who have been elected, and again, thank you to those who volunteered to run this election. The College Senate is only as strong as those willing to serve, and each of our candidates this year was a strong example of the commitment, dedication, and strength that lies in our faculty and staff.

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Curricular Items

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

Program Revisions:
B.S. Early Childhood Education (0521)
B.S. Early Childhood Education and Childhood Education, Combined Program (0522)

Course Revisions:
EDU 401 Practicum in Teaching, Intermediate. Supervised teaching experience five full days a week for approximately seven consecutive weeks. Effective demonstration of content knowledge, pedagogical preparation, instructional delivery, classroom management, knowledge of student development, collaboration with school professionals, and reflectivity of practice required.

EDU 410 Practicum in Early Childhood Education. Supervised teaching

experience five full days a week for approximately seven consecutive weeks. Effective demonstration of content knowledge, pedagogical preparation, instructional delivery, classroom management, knowledge of student development, collaboration with school professionals, and reflectivity of practice required.

Intellectual Foundations Designations:
ORAL COMMUNICATION
EDU 400 Practicum in Teaching. Supervised teaching experience five full days a week for approximately seven consecutive weeks. Effective demonstration of content knowledge, pedagogical preparation, instructional delivery, classroom management, knowledge of student development, collaboration with school professionals, and reflectivity of practice required.

EDU 404 Practicum in Elementary School Teaching. Supervised teaching experience five full days a week for approximately seven consecutive weeks. Effective demonstration of content knowledge, pedagogical preparation, instructional delivery, classroom management, knowledge of student development, collaboration with school professionals, and reflectivity of practice required.

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The following have been approved by the Senate Intellectual Foundations Oversight Committee and the Senate Curriculum Committee and have been forwarded to the president for review and approval:

New Course and Intellectual Foundations Designation:
TECHNOLOGY AND SOCIETY
HIS 120 History of American Urban Technology

Course Revisions and Intellectual Foundations Designations:
HON 100 Honors Foundations of Inquiry (no designation)

DIVERSITY
ENG 354 Ethnic American Literatures

NATURAL SCIENCE
SLP 220 Introduction to Communication Disorders

WORLD CIVILIZATIONS
NFS 108 Civilizations and Food Culture in the Far East

Intellectual Foundations Designations:
DIVERSITY
BUS 305 Workforce Diversity in the Twenty-first Century

TECHNOLOGY AND SOCIETY
SCI 231 Pollution, the Environment, and Society

WORLD CIVILIZATIONS
FTT 349 History of Textiles

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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 2007–2008 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 non-approval 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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Vol. LII, No. 38
July 19, 2007

In this issue:

From the Vice President and Chief Information Officer
- Position Announcement: Staff Assistant, Computing and Technology Services
- Computer Training, SkillSoft E-Learning, Web Templates, and Web Site Support

From the Vice President for Finance and Management
- College *Bulletin* Redesign

From the Chair of the College Senate
- Senate Standing Committees

From the Vice President and Chief Information Officer

Position Announcement: Staff Assistant, Computing and Technology Services

Applications are now being accepted for a Help Desk staff assistant in Computing and Technology Services. Details may be found on the Human Resource Management Web site.

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Computer Training, SkillSoft E-Learning, Web Templates, and Web Site Support

Computing and Technology Services and the Information Commons offer monthly computer training classes. Unless otherwise stated, classes are held in CyberQuad, E. H. Butler Library 318. Please bring a USB flash drive (to save your work), 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

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Password: your password

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

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July 2007 Workshops

Introduction to Excel	Friday, July 20	9:00–11:00 a.m.
Using the Web Template System	Tuesday, July 24	10:00–11:30 a.m.
Accessing Your Office Computer Remotely	Tuesday, July 24	11:30 a.m.–12:30 p.m.
Introduction to PowerPoint	Thursday, July 26	9:00–11:00 a.m.

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August 2007 Workshops

Using the Web Template System	Tuesday, August 7	10:00–11:30 a.m.
Banner Training for Faculty and Advisers (including staff advisers)*	Monday, August 13	2:00–3:00 p.m.
Banner Training for Faculty and Advisers (including staff advisers)*	Friday, August 17	11:00 a.m.–noon
INB (Internet Native Banner) Training for Department Chairs and Secretaries*	Monday, August 20	1:00 –2:30 p.m.
Using the Web Template System	Tuesday, August 21	10:00–11:30 a.m.
INB (Internet Native Banner) Training for Department Chairs and Secretaries*	Tuesday, August 21	1:00–2:30 p.m.
INB (Internet Native Banner) Training for Department Chairs and Secretaries*	Wednesday, August 22	10:00–11:30 a.m.
Banner Training for Faculty and Advisers (including staff advisers)*	Wednesday, August 22	2:30–3:30 p.m.

ANGEL: Introduction	Wednesday, August 22	4:30–7:00 p.m.
ANGEL: Introduction	Thursday, August 23	9:00–11:30 a.m.
Banner Training for Faculty and Advisers (including staff advisers)*	Thursday, August 23	10:00–11:00 a.m.
ANGEL: Introduction	Thursday, August 23	1:00–3:30 p.m.
ANGEL: Introduction	Friday, August 24	9:00–11:30 a.m.
ANGEL: Introduction	Friday, August 24	1:00–3:30 p.m.
Web Site Statistics: Urchin	Tuesday, August 28	10:00–11:00 a.m.
Buffalo State Photo Gallery	Thursday, August 30	9:30–11:00 a.m.
ANGEL: Introduction	Thursday, August 30	4:30–7:00 p.m.
ANGEL Gradebook: Demonstration and Work Session	Friday, August 31	9:00–10:30 a.m.
ANGEL Gradebook: Demonstration and Work Session	Friday, August 31	1:00–2:30 p.m.

*ALL Banner training will be held in CyberQuad 316

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From the Vice President for Finance and Management

College *Bulletin* Redesign

College Relations will launch a wholly redesigned *Bulletin* in August with the start of the fall semester. The *Bulletin* is a weekly online newsletter for Buffalo State faculty, staff, and emeriti; it is published most Thursdays during the academic year. Readers will continue to be alerted through e-mail when new issues are posted. Publication will commence August 23.

The new *Bulletin* will feature news and information relevant to the campus community regarding Buffalo State College, the State University of New York, and higher education. The publication will also showcase the teaching, research, and creativity of faculty and staff, as well as the college's public and media relations efforts, its scholarly events and forums, and its integral relationship with Western New York. The *Bulletin* will continue to be the official source for policy, personnel, and curricular matters.

Faculty and staff achievements will move from the *Insider* to the *Bulletin* to permit more timely recognition of accomplishments. Please continue to submit achievements via the online form or e-mail. College Relations welcomes ideas and suggestions for *Bulletin* articles. To contribute or discuss submissions, please contact Nancy Paschke, ext. 4237.

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From the Chair of the College Senate

Senate Standing Committees

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