

Office of Academic Affairs

The Process Utilized for Campus-wide Participation in MR II

I. Chronology:

1. February, 2004—Document received in Academic Affairs.
2. February 27—**Reported on the progress of MR II to the Faculty Senate and responded to questions.*
3. March, 2004—Process (**First Phase**)
 - a- Met with Ruben and Ron to discuss course of action.
 - b- **Met with Faculty Senate Chairperson to discuss course of action and to get approval for the process that follows. Shared governance would be as inclusive as possible. Faculty would serve on all committees. The Academic Programs subcommittee would comprise of all faculty and would serve as an Academic Programs Subcommittee to review and compose each section of the entire document. There were eleven faculty chairs who wrote, edited, and provided corrections for the document (see committees attached).*
 - c- Met with appropriate students, staff, faculty, and cabinet members in order to create a comprehensive Steering Committee to determine chairs of each major question section. There were eight administrative chairs. The process encompassed the following: questions were distributed by sections. Each section was chaired by the appropriate college personnel. Each chair was responsible for composing a committee (of faculty, staff and students) providing and researching data, and answering questions under their charge.
 - d- The process: The Academic Programs Subcommittee and the Administrative Steering Committee provided for a double-tiered and redundant process by which administrators and faculty served independently and complementary roles: each checking and validating the answers of the other. This process continued until there was a complete document (all questions answered). When the document was complete it was sent out campus-wide for additional edits and corrections.
4. March 25—First MR II meeting with Steering Committee.

5. March 26—**Reported on the progress of MR II to the Faculty Senate and responded to questions.*
6. March 30—Second Meeting with Steering Committee.
7. April 5—Meeting with select members of MR I Committee (Jim, Tom, Runi, Rita).
8. April 8—Meeting with Academic Programs Subcommittee, Ruben and Ron determined that members would divide document by sections and edit in entirety.
9. April 14—Meeting with MR I Committee members.
10. April 16—**Reported to the Faculty Senate on the progress of MR II and responded to questions.*
11. April 27—Meeting with Mona and Sandy K.
12. May 24—MR II Academic Program Subcommittee draft due.
13. May 25—Steering Committee.
14. May 26—Academic Program Subcommittee.
 **Draft sent to Subcommittees for review and corrections. Academic Program Subcommittee met and made revisions for full document throughout the summer (Professor Mukherji borrowed a laptop to take on vacation in order to e-mail corrections).
15. June 1—Academic Subcommittee.
 **Second draft sent to Subcommittees for additional review and corrections.
16. June 14—Steering Committee.

17. June 15—Academic Program Subcommittee.
18. June 22—Academic Program Subcommittee.
19. June 28—Steering Committee.
20. June 29—Academic Program Subcommittee.
Revised to include revisions from Academic Programs Subcommittee.
** Dr. Cox revised Item #9 (page 8) and sent to Academic Programs Subcommittee.
21. July 20—Academic Program Subcommittee.
Revisions were made to items #4-8, & 29-30. **Sent to Academic Programs Subcommittee.
22. September, 2004— Campus-wide Review (**Second Phase**)

The document was completed in August and a draft was prepared, and sent to various campus constituents, students, faculty and staff. They were asked to review the document. Corrections and further edits were solicited and included in subsequent drafts.
23. September 2—**MR II document sent to Steering Committee and Academic Programs Subcommittee asking for edits and comments.
24. *September 10—*Reported on MR II and questions raised on the faculty governance process as the new Faculty Senate had been installed.*
25. September 2—**MR II document sent to Steering Committee and Academic Programs Subcommittee asking for edits and comments.
26. September 17—Mailed list of faculty participation to Faculty Senate to show the level of faculty involvement.
27. September 22—**MR II document sent to Steering Committee and Academic

Programs Subcommittee. Revision and inclusion of appendix.

28. September 29—Steering Committee meeting.
**Sent to Dr. Edward Bever (noting revision to question #41).
29. October 7—*****A draft was circulated to the campus by e-mail (First draft to entire campus).**
30. October 12—*****Most recent draft (10/7/04-Revision) was sent via e-mail to OW Community (faculty, students, administration, and staff).**
31. October 15—**Sent hard copies of the (10/7/04-Revision) report to the Faculty Senate meeting, copies to chairs, and for Dr. Cox to distribute to the Distinguished Teaching Professors (meeting with Dr. Cox). Also, revised to include revisions received from Dr. Cox.
**Reported on progress of MR II to Faculty Senate and requested input.*
32. October 18—**Met with Executive Committee of the Faculty Senate on MR II.*
33. October 28—Revised to include revisions Dr. Cox received from members of the Steering Committee and faculty.
34. October 29—Academic Programs Subcommittee.
35. November 1—Meeting with Subcommittee Chairs.
36. November 5—Revised to include all revisions Dr. Cox received from Campus Community (Cabinet, faculty, and members of various subcommittees).
37. November 9—Meeting with Academic Affairs staff (Ruben, Ron, Sandy).
38. November 11—Meeting with Academic Affairs staff (Ruben, Ron, Sandy).

39. November 12—**Discussed MR II with Faculty Senate.*
40. November 15—Meeting with Academic Affairs staff (Ruben, Ron, Sandy).
41. November 16—*****Revision of MR II document is sent out to College Community for final comments and suggestions. These suggestions will be included in final edition for President's approval. Dr. Cox, Ruben, Ron, and Sandy edited whole document for content, grammar and flow.**
42. November 17—Revised to include minor revisions (on four pages).
*****Document e-mailed to College Community, students, and mailed to Faculty Senate Subcommittee.**
43. November 24—Met with Dr. Butts, Mona Rankin, Dr. Caroline Sawyer, Dr. Edward Bever, and Dr. Rita Colon-Urban to discuss revisions and Faculty Senate process for MR II.
44. November 30—Met with Dr. Edward Bever to make final revisions and corrections from Faculty Senate Committee for MR II.

Met with Len Davis and Bill Kimmins to discuss and make revisions to MR II.
45. December, 2004 –Final Edits (**Third Phase**)
46. December 1—*****E-mailed out revised copy of MR II.**

MRII document will be submitted to SUNY System. Interlocutors from SUNY will visit the campus. Subsequently, a memo of understanding will be developed cooperatively by SUNY System and the campus.

II. Notes

Initially MRII was due in June 2004, at SUNY System. SUNY decided that the June date was unrealistic for them and changed the deadline to July 15, 2004. But, because many Old Westbury faculty would not be around in the summer and because faculty would not be readily available at the start of the fall semester, we requested October

15, 2004. Subsequently, the deadline date was extended to November 15, 2004, because we needed more time for full campus participation. The faculty, however, thought that more time would be advantageous and requested the President to make one last appeal for the deadline to be December 15, 2004. The request was approved and we will now submit the document on or before the deadline.

To date, (twenty four) faculty, (twenty four) staff, (four) students, and (one) college council member have participated in this process. There have been a total of fourteen (14) revisions. The Senate Chair requested an additional Faculty Senate review process. The President requested that a committee of faculty serve as Faculty Senate Representatives who would recommend edits for his approval. The committee consisted of the following: Dr. Edward Bever, Dr. Rita Colon-Urban, and Dr. Amanda Frisken.

KEY:

* *Italics* = MR II Discussions at Faculty Senate Meetings

** Underline = Working Drafts Sent to Committees

*** **Bold** = Completed and Revised Drafts Sent to All