

Meeting Minutes  
Governance Steering Council  
November 6, 2012

**Present:** Mohammed (Shiraz) Ahmed, Dan Gerlowski, Giordana Segneri, Chris Spencer, Debra Stanley

**Absent:** Margarita (Magui) Cardona, Amirah Muhammad

**Guest:** Mary Maher

The meeting started about 15 minutes late, as we were awaiting the arrival of a student representative. Dan Gerlowski floated the idea, to be included in the bylaws, that one rep from each governance body constitutes a quorum to move forward with the meeting.

1. Minutes: Giordana Segneri will circulate her notes from the last meeting to be approved via email. Moving forward, minute-taking will be rotated among each of the three senates represented on the GSC (staff, faculty, students). Minute-taking will be assigned for every remaining meeting in the calendar year prior to the next meeting.
  - Nov. 13: town hall
  - Nov. 27: faculty
  - Dec. 11: students
  - Dec. 17: staff
2. Old Business
  - **action item: Shiraz Ahmed will forward a description of the SGA to Giordana Segneri for inclusion on the Shared Governance landing page of the UB website.**
3. Committee Membership
  - Staff: all nominations have been forwarded for all four University-wide shared governance committees and the Strategic Planning Coordination Committee
  - Faculty: need to narrow the pool of nominees for the Strategic Planning Coordination Committee, to be taken care of tomorrow at the UFS meeting, and nominate one person for the Culture and Diversity Committee
  - Students: need to nominate two reps for the Strategic Planning Coordination Committee and one for the Work Life Committee
    - Shiraz Ahmed nominated two people during the meeting: himself and Hania Sapand, also self-nominated
  - **action item: The GSC's six nominees for the Strategic Planning Coordination Committee need to be forwarded to the Office of the President by COB tomorrow, Nov. 7.**
    - **update as of Nov. 12: The list that Dan Gerlowski forwarded to Susan Schubert was:**
      - Student: Shiraz Ahmed
      - Student: Taylor Novak
      - Staff: Jason Duncan

- Staff: William (Bill) Wells
  - Faculty: Andrea Cantora
  - Faculty: J.C. Weiss
- **action item: Remaining shared governance committees need to be fully formed by COB Friday, Nov. 9.**
4. Staff Senate report
    - Next meeting: Monday, Nov. 12
    - Steve Cassard, vice president for facilities management and capital planning, will attend the meeting to discuss plans for law center reuse and other related projects.
    - The UBSS received an overwhelming number of nomination for shared governance committees but only two self-nominations for the Strategic Planning Coordination Committee.
  5. Faculty Senate report
    - Next meeting: Wednesday, Nov. 7
    - Faculty response to the call to join shared governance committees has been slower than the response by staff and students with the exception of the Strategic Planning Coordination Committee. Some reasons might include that faculty are already into their workload yearly portfolios, an over-commitment in their existing service portfolios, or possibly a sense of hesitancy to join a new effort or a sense of waiting to see what will happen and what contributions the committees will make.
    - Campus civility survey: UFS will distribute via email, ensuring that the language indicates they are sending on behalf of the Civility Work Group (lesson learned from Staff Senate)
      - **action item: GSC asks Shelia Burkhalter and Dennis Pitta, co-chairs of the Civility Work Group, to post an announcement in the Daily Digest about the work group and its charge.**
    - Recasting the general education structure: The UFS is considering a recasting of UB's general education structure. The dual purpose of gen ed is to provide a sound basis for lifetime learning (liberal education per AAC&U) and also to help students prepare for success in their chosen majors.
    - A sophomore seminar course is part of the recasting. It provides structure (retention and student satisfaction) and a common sophomore experience; includes a common read; and enhances critical-thinking skills (use of numbers and of facts/logic/ideas).
    - The Student Government Association is encouraged to send a rep to the General Education Council to provide input and to spread awareness of the curricula effort. In chartering the General Education Council, the UFS ensured students would have a seat on the council.
  6. SGA report
    - Intends to host a town hall meeting, date TBD but before the end of the semester, in the BC atrium to discuss public safety and shuttle services and to provide information about the UBPD's escort service; awaiting confirmation from Sam Tress and Stef Shaffer to schedule the event.

- There are also plans to host an administration luncheon/reception as a “meet and greet the SGA,” to occur the week before the start of the spring semester.
7. UB 21 Steering Committee
- Met Nov. 1.
  - The committee wants to reaffirm itself as a long-term planning committee rather than a day-to-day operations committee.
  - The committee has been invited to the Nov. 14 meeting of the Executive Committee to discuss UB 21 activities in Year Two and Networked Learning.
  - Proposed focus for year two is on the blending of access, excellence and rigor.
  - The UB21 Learning Committee recently received a report on undergraduate writing at UB and will soon receive a report on undergraduate math. The reports document trends in student test scores: SAT and those resulting in student placement in writing and math courses, and student performance in writing and math courses.
8. Bylaws
- Dan Gerlowski will create a first draft of the bylaws for consideration by the GSC.

**Next meeting:** In lieu of our meeting, the GSC will attend the town hall on law center space reuse, Tuesday, Nov. 13, noon.