



Academic Affairs Calendar 2011 – 2012

This Academic Affairs Master Calendar outlines the dates of important processes, meetings, and events in Academic Affairs. It is meant to assist the campus in planning for 2011-2012.

Special sections provide information about groups and committees, their compositions, and their meeting days/times/locations. You are welcome to attend open meetings and to contact the convener or facilitator if you have ideas or concerns to share with a group.

Dates for courses, grades, personnel actions, catalog development, and other processes are noted in this calendar; however, because many events and activities are added through the academic year, this booklet is by no means comprehensive. Please check the online Events Calendar and *Campus Report* for updated information and details. Announcements about upcoming events of interest to the campus community are also sent through the Academic Affairs News listserv.

Best wishes for a successful academic year!

Virginia Horvath
Vice President for Academic Affairs

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Master Calendar for Academic Affairs
2011-2012

August 2011

- 15 4th Annual Teaching & Learning Conference,
Thompson Hall
- 17-18 New Full-Time Faculty Orientation located in the
Japanese Garden Area, Reed Library
- 19 General All-Campus Meeting, 9:00 -10:00 A.M.,
Rosch Recital Hall. Reception follows outdoors or the
rain location is Mason 1080
- 19 General Education Discussion, 10:30- 11:30, Rosch
Recital Hall
- 19 All Academic Affairs Meeting, 12:00- 1:00 P.M.,
Multi-Purpose Room, Dods Hall
- 21 Departmental advising and web registration for new
transfers and first-year students
- 22 FIRST DAY OF CLASSES
- 22-23 Schedule changes through Your Connection
- 26 Final day to DROP full-semester courses; mini courses
are pro-rated
- 26 13th Annual "Beginning of the Academic Year"
Party, 7:00-10:00 P.M.; hosted by President and
Mrs. Hefner in the backyard of the President's House
(*Rain location: Natatorium*)

- 29 Tutoring service begins at 1:00 P.M., Learning Center, Reed Library, 4th Floor
- 30 Final day to ADD courses

September 2011

◆ **Sept 15-Oct 15 National Latino Heritage Month** ◆
(speakers and events to be announced)

- 2 Final day for students to elect PASS/FAIL option
- 5 Labor Day. NO CLASSES; OFFICES CLOSED
- 6 Final day for students to apply for December graduation
- 7 Brown Bag Series, 12:00 -1:30 P.M., Horizon Room, Williams Center; topic/speaker to be announced
- 13 SUNY Fredonia Retirement Recognition Dinner: 5:15 P.M., reception; 6:00 P.M., dinner, Horizon Room, Williams Center
- 15 Convocation. Keynote Speaker: Karthik Bala
- 20 President's Award for Excellence faculty presentation: Dr. David Rankin, 3:30 P.M., Rosch Recital Hall
- 27 Chairs/Directors submit to appropriate Dean and/or Vice President the learning or other goal(s) to be assessed during the academic year
- 28 Deadline to submit book orders for Spring 2012 to the Bookstore
- 28-30 Rosh Hashanah (begins at sundown September 28)

October 2011

◆ **Gay, Lesbian, Bisexual Awareness Month** ◆

(speakers and events to be announced)

- 3 Study Abroad Fair, 11:00 A.M. – 3:00 P.M., Multipurpose Room, Dods Hall
- 5 Brown Bag Series, 12:00 -1:30 P.M., Horizon Room, Williams Center; topic/speaker to be announced
- 6-7 NO CLASSES--FALL BREAK
- 7-8 Yom Kippur (begins at sundown on October 7)
- 10 Columbus Day: classes in session; some offices closed
- 10 Open House for prospective students and families
- 13 Book Reception honoring faculty authors, 3:00 – 5:00 P.M., Room 123, Houghton Hall
- 14 President's Office issues call for nominations for SUNY Chancellor's Awards: Excellence in Librarianship, Professional Service, Teaching, Scholarship & Creative Activities, Faculty Service, and Classified Service (pending receipt of revised SUNY System guidelines)
- 18 Kasling Lecture, Dr. Neil Feit, 4:00 pm, Rosch Recital Hall
- 19 Mid-semester grades due by 11:30 P.M. through Your Connection
- 21 Graduate student registration for Spring 2012 Begins

**October 24-28:
Advising Week for Spring 2012 Course Selection**

- 28 Final Day to WITHDRAW from Courses
- 28 Final day for first-semester freshmen to DROP full-semester courses; mini-courses are pro-rated
- 29 Saturday Open House for prospective students and families
- 31 Undergraduate student registration for Spring 2012 begins

November 2011

◆ **National American Indian Heritage Month** ◆
(speakers and events to be announced)

- 2 Brown Bag Series, 12:00-1:30 P.M., Horizon Room, Williams Center; topic/speaker to be announced
- 8 Election Day: classes in session, offices open
- 12 Saturday Open House for prospective students and families
- 14 -18 International Education Week, events to be announced
- 18 Last day of classes before Thanksgiving Break
- 21-25 THANKSGIVING BREAK - NO CLASSES
- 28 Last day to WITHDRAW completely from the University

December 2011

- 7 Brown Bag Series, 12:00-1:30 P.M., Horizon Room, Williams Center; topic/speaker to be announced
- 8 Last day of tutoring services, Learning Center (ends at 9:00 P.M.)
- 9 LAST DAY OF CLASSES for Fall 2011 semester
- 12-16 Final Examinations (see *schedule on the Registrar's webpage*)
- 20-28 Hanukkah (begins at sundown December 20)
- 21 Final grades due by 11:30 P.M. through Your Connection
- 25 Christmas
- 26 - 1 Kwanzaa

Dec 26 - Jan. 1 Campus shut-down. Most offices closed

January 2012

- 2 FIRST DAY of J-Term
- 4 Drop deadline and last day to apply for PASS/FAIL Option for J-Term
- 7 Final day to WITHDRAW from J-Term courses
- 13 Final day of J-Term (if no weather cancellations)

- 16 Martin Luther King, Jr. Day: NO CLASSES; OFFICES CLOSED
- 17 Alternative final day of J-Term (in case of weather cancellation)
- 20 General All-Campus Spring Meeting, 9:00 - 10:00 A.M., Marvel Theatre; reception following on Marvel Theatre stage
- 20 All Academic Affairs Meeting, 11:00 A.M. -12:00 P.M. – Rosch Recital Hall
- 22 Departmental advising and web registration for new transfers and first-year students
- 23 FIRST DAY OF CLASSES
- 23-24 Schedule changes through Your Connection
- 27 Final day to DROP full-semester courses; mini-courses are pro-rated
- 30 Tutoring service begins at 1:00 P.M. in the Learning Center, Reed Library, 4th Floor
- 31 Final day to ADD full-semester courses; mini-courses are pro-rated

February 2012

◆ **African-American History Month** ◆
(speakers and events to be announced)

- 1 President's Office issues call for the nominations for President's Award for Excellence
- 1 Brown Bag Series, 12:00-1:30 P.M., Horizon Room, Williams Center; topic/speaker to be announced

- 3 Final day for students to elect PASS/FAIL option
- 6 Final day to apply for May graduation
- 20 Open House (bilingual) for prospective students and families
- 20 President's Day: classes in session; some offices closed
- 24 Deadline to submit book orders for Fall 2012 to the Bookstore

March 2012

◆ **Women's History Month** ◆

(speakers and events to be announced)

- 7 Brown Bag Series, 12:00-1:30 P.M., Horizon Room, Williams Center; topic/speaker to be announced
- 12-16 SPRING BREAK- NO CLASSES
- 21 Mid-semester grades due by 11:30 P.M. through Your Connection
- 23 Graduate student registration for Fall 2012 begins
- 30 Final day to WITHDRAW from full-semester courses; mini-courses are pro-rated
- 30 Final day for first-semester freshmen to DROP full-semester courses; mini-courses are pro-rated
- 31 Open House for accepted students and parents
- 31 College of Education Research Symposium, Thompson Hall, 9:00 A.M. – 2:00 P.M.

**March 26 to March 30:
Advising Week for Fall 2012 Course Selection**

April 2012

◆ **Jewish History Month** ◆

(speakers and events to be announced)

- 2 Undergraduate student registration for Fall 2012 begins
- 4 Brown Bag Series, 12:00-1:30 P.M., Horizon Room, Williams Center; topic/speaker to be announced
- 6 Passover (begins at sundown)
- 8 Easter Sunday
- 9 TRAVEL DAY: NO CLASSES
- 12 20th Annual Rosa Parks Scholarship Competition and Awards Ceremony, Rosch Recital Hall, 4:00 P.M.-reception immediately following in the Horizon Room, Williams Center
- 24 Last day to WITHDRAW completely from the University
- 24 President's Award for Excellence Luncheon – 12:00 P.M., Cranston-Marche
- 26 Student Research & Creativity Exposition, 1:00 - 6:00 P.M., Dods Hall Multi-Purpose Room; details and keynote speaker to be announced

May 2012

- 2 Brown Bag Series, 12:00-1:30 P.M., Horizon Room, Williams Center; topic/speaker to be announced
- 3 Last day of tutoring services, Learning Center; ends at 9:00 P.M.
- 4 LAST DAY OF CLASSES for Spring 2012 semester
- 7-11 Final Examinations (*see schedule on the Registrar's webpage*)
- 12 Commencement, 10:00 A.M. and 3:00 P.M., Steele Hall
- 14 Faculty and Prof. Staff submit individual annual reports to Chairs or Directors
- 16 Final grades due by 11:30 P.M. through Your Connection
- 28 Memorial Day Observed: OFFICES CLOSED

June 2012

- 11 Chairs and Directors submit annual reports to Deans
- 11 Academic Support Units and other Directors submit Annual Reports to the VPAA or Associate VP for Curriculum and Academic Support

July 2012

- 4 Independence Day: NO CLASSES: OFFICES CLOSED
- 13 Deans submit Division Annual Reports to VPAA

- 16 Deadline to submit M/C, Professional Staff, and CSEA Staff Performance Programs and Evaluations to Human Resources, with appropriate copies to President, Vice President, and/or Deans

Calendar for Faculty Reappointment,
Continuing Appointment, and Promotion
Processes

September 2011

- 28 Departments begin review of Chair/Director (re)appointments

October 2011

- 3 Second-year faculty submit dossiers for departmental review for reappointment for third year or third and fourth-year reappointment
- 14 President's Office issues guidelines for promotion to SUNY Distinguished Professorship, Distinguished Service Professorship, Distinguished Professorship, Distinguished Teaching Professorship (pending receipt of revised SUNY System guidelines)
- 28 Chairs/Directors initiate COS for part-time **term** appointments for Spring semester.
- 28 Chairs/Directors recommend to Deans: Second-year faculty renewal for third year (and possibly for fourth year)

November 2011

- 11 Deans recommend to VPAA: Second-year faculty renewal for third year (and possibly for fourth year)

December 2011

- 1 Deans notify part-time **term** faculty of contract status for Spring semester
- 2 First-year tenure-track faculty submit overview and professional development plan for departmental review for reappointment for second year
- 2 Departments recommend to Deans: Chair (re)appointments
- 5 VPAA recommends to President: Second-year faculty renewal for third year (and possibly for fourth year)
- 9 Deans recommend to VPAA: Chair (re)appointments
- 15 President notifies second-year faculty of contract for third year (and possibly for fourth year)

January 2012

- 13 Chairs/Directors recommend to Deans: First-year faculty renewal for second year
- 13 Faculty in their third year and beyond submit dossiers for departmental reappointment, continuing appointment, and/or promotion review

Note: Third-year faculty are reviewed for reappointment for their fifth year; fourth-year faculty are reviewed for reappointment for their sixth year; fifth-year faculty are reviewed for

reappointment for their seventh year; and sixth-year faculty are reviewed for continuing appointment (tenure). Those at the Assistant Professor rank must be considered for continuing appointment while in their sixth year. Those hired at levels above the Assistant level must be considered for continuing appointment during their third year (or earlier if prior service credit was granted).

- 27 Deans recommend to VPAA: First-year faculty renewal for second year

February 2012

- 13 VPAA recommends to President: First-year faculty renewal for second year
- 17 Chairs/Directors recommend to Deans: 3rd to 5th year, 4th to 6th year, and 5th to 7th year reappointments, continuing appointments, and promotions
- 27 President notifies first-year faculty of contract for second year

March 2012

- 8 VPAA recommends to President: Chair/Director (re)appointments
- 19 Deans recommend to VPAA: 3rd to 5th year, 4th to 6th year, and 5th to 7th year reappointments, continuing appointments, and promotions

April 2012

- 2 Second-year faculty submit dossiers for department review for fourth year

- 16 VPAA recommends to President: 3rd to 5th year, 4th to 6th year, and 5th to 7th year reappointments, continuing appointments, and promotions
- 16 Deans notify part-time **term** faculty of contract status for Fall semester
- 30 President notifies faculty of contracts for 5th year, 6th year or 7th year

May 2012

- 7 Chairs/Directors recommend to Deans: Second-year faculty renewal for fourth year (if not already renewed for fourth year)
- 11 President notifies faculty of continuing appointment and promotion decisions
- 25 Deans recommend to VPAA: Second-year faculty renewal for fourth year (if not already renewed for fourth year)

June 2012

- 18 VPAA recommends to President: Second-year faculty renewal for fourth year (if not already renewed for fourth year)
- 29 President notifies second-year faculty of contract for fourth year (if not already renewed for fourth year)

Calendar for Sabbatical Leave Approval Process

November 2011

- 11 Eligible faculty submit 2012-2013 sabbatical leave requests to their Chairs/Directors. Forms are available through the Departmental/School secretaries or on the Human Resources website.

December 2011

- 2 Chairs/Directors recommend departmental sabbatical leaves to Deans
- 16 Deans recommend sabbatical leaves to VPAA

January 2012

- 13 VPAA recommends sabbatical leaves to President
- 27 President notifies faculty of sabbatical decisions

Calendar for Annual Reports, Performance Programs, and Performance Evaluations

May 2012

- 14 Faculty and Professional Staff submit individual Annual Reports to Chairs or Directors

June 2012

- 11 Chairs and Directors submit annual reports to Deans

- 11 Academic Support Units and other Directors submit Annual Reports to the VPAA or Associate VP for Curriculum and Academic Support

July 2012

- 16 Deans submit Division Annual Reports to VPAA
- 16 Supervisors submit Management/Confidential (M/C), CSEA, and Professional Staff Performance Evaluations to Human Resources

September 2012

- 4 VPAA issues Academic Affairs annual division report

Calendar for Producing 2012-2013
University Catalog

September 1 - April 1st

Chairs/Deans submit program and course proposals for approval by the Academic Affairs Committee and/or Graduate Council

April 2012

- 13 Department, unit, and program copy due to Melinda Karnes or Gloria Hobbs. Student Affairs changes due to Monica White, Assistant Vice President for Student Affairs

May 2012

- 7 Last University Senate meeting for approval of major program or policy changes or new programs or policies

- 11 Chairs must have all course changes approved and entered into Banner

June 2012

- 1 First posting of *2012-2013 University Catalog* on the web; personnel changes due

July 2012

- 16 Catalog submitted to Webmaster

August 2012

- 15 Official *2012-2013 University Catalog* archived

Questions should be directed to Melinda Karnes or Gloria Hobbs at x3717.

Calendars for Groups and Committees
in Academic Affairs

Academic Affairs Committee

Chair: Joseph Straight

This standing committee of the University Senate serves as the Senate's liaison to administration on academic matters and as an advisory board for the Vice President for Academic Affairs. The committee is comprised of seven faculty members, one librarian, one professional staff member, two student members, and the Associate Vice President for Curriculum and Academic Support (as the liaison for the Vice Presidents for Academic Affairs). Meetings are closed. Any issues of concern from members

of the campus community may be addressed to the committee. Meetings are held monthly during the academic year.

Academic Affairs Forums

Convener: Virginia Horvath

12:00 – 2:00 P.M.

October 14, 2011; English Reading Room- Fenton Hall

March 2, 2012; English Reading Room- Fenton Hall

These meetings are open to all who want to join an informal conversation about issues and ideas in Academic Affairs and SUNY Fredonia. Suggestions for topics are welcome; please send these to Pamela.Fabritius@fredonia.edu.

Academic Affairs Vice President's Council

Convener: Virginia Horvath

Every Thursday 12:00 - 2:00 P.M.

This Council—consisting of the Deans, Associate Vice Presidents in Academic Affairs, Library Director, Lifelong Learning Director, and VPAA—meets every Thursday in the Library Director's Conference Room, Reed Library. Meetings are closed, but guests are often invited to speak on a particular topic.

Academic Leadership

Convener: Melinda Karnes

1:00 – 3:00 P.M.

Bob Steele Conference Room – Steele Hall

September 21, 2011

February 15, 2012

October 19, 2011

March 21, 2012

November 16, 2011

April 18, 2012

These open meetings are an opportunity for Chairs, Directors, and other leaders to participate in discussions and decision-making about current and future initiatives. Individuals may post items to the agenda by sending them to Gloria Hobbs in the office of the Associate Vice President for Curriculum and Academic Support. Occasionally, there are speakers or opportunities for professional development.

Assessment Committee

Coordinator: Jacky Swansinger

**Every other Wednesday
time and place- TBA**

The Assessment Committee addresses issues related to academic and institutional assessment on campus. It is comprised of the Coordinator of Campus Assessment, the Assistant Director Panning, Assessment, and Institutional Research, Faculty representatives, a librarian, and representatives from Administration, Advancement, and Student Affairs. The committee formulates policies and strategies to assist departments and offices in assessment of

student learning and institutional effectiveness. The committee also guides the campus in meeting assessment standards for accreditation, particularly the Middle States Commission on Higher Education.

General Education Committee

Chair: Andrea Zevenbergen

**12:00-12:50 P.M.
E329 Thompson Hall**

August 26, 2011	January 27, 2012
September 2, 2011	February 3, 2012
September 9, 2011	February 10, 2012
September 16, 2011	February 17, 2012
September 23, 2011	February 24, 2012
September 30, 2011	March 2, 2012
October 14, 2011	March 23, 2012
October 21, 2011	March 30, 2012
October 28, 2011	April 13, 2012
November 4, 2011	April 20, 2012
November 11, 2011	April 27, 2012
December 2, 2011	May 4, 2012
December 9, 2011	

A standing committee of the University Senate, the General Education Committee is charged to “receive, consider and approve courses proposed for inclusion in the General Education Committee . . .” [and to recommend] to the University Senate any changes to the requirements of the General Education Committee. The committee also is responsible for campus assessment related to the SUNY general education program. The committee is comprised of the Director of the GEC program (*ex officio*) and faculty representatives from arts, education, humanities, natural

sciences, and social sciences. Whenever there is pending business, the committee meets weekly during the academic year.

Enrollment Management Committee

Chair: Daniel Tramuta

8:00 - 9:00 A.M.

President's Conference Room, Fenton Hall

September 7, 2011

February 1, 2012

October 5, 2011

March 7, 2012

November 2, 2011

April 4, 2012

December 7, 2011

May 2, 2012

This committee—comprised of President Hefner, appointed representatives from Academic Affairs, Administration, FSA, Student Affairs, and University Advancement—meets monthly. The group reviews and interprets enrollment trends, sets program-related enrollment targets and caps, and implements new enrollment-related initiatives. Meetings are closed.

Graduate Council

Chair: Kevin Kearns

8:30 – 10:00 A.M.

**President's Conference Room, Fenton Hall
Third Tuesday of each month (academic year)**

This standing committee of the University Senate is responsible for the governance of graduate programs on campus. Each graduate program has a representative. The council also includes as three at-large members, one graduate student, and the Associate Vice President for Graduates Studies and Research. Monthly meetings are open to all faculty, staff, and students.

Information Technology Advisory Board (ITAB)

Convener: Karen Klose

8:00 – 9:00 A.M.

President's Conference Room, Fenton Hall

Fall:

September 16, 2011

October 21, 2011

November 11, 2011

December 2, 2011

Spring: TBA

This group—comprised of appointed representatives from each division of the university—meets once a month to discuss issues related to information technology. The board includes leaders from each of the technology steering committees: web development, hardware, applications, data, and security.

Professional Education Council

Chair: Christine Givner

8:00 - 9:00 A.M.

President's Conference Room, Fenton Hall

September 8, 2011

February 9, 2012

October 13, 2011

March 8, 2012

November 10, 2011

April 12, 2012

December 8, 2011

The Professional Education Council (PEC) is the policymaking and governance body that supports and guides the work of the Professional Education Unit (PEU) at SUNY Fredonia. Visitors are welcome at monthly meetings during the academic year. The PEC is comprised of the Deans, Associate VP for Graduate Studies and Research, Associate Dean of the College of Education, Director of the Office of Field Experiences, coordinators for all teacher education programs on campus, a school district superintendent, two students, and representatives from the Registrar's Office, ITAB, Student Affairs, CCC, University Senate, and Assessment.

Recruitment & Retention Team

Conveners: David Herman and Virginia Horvath

**9:00 - 10:00 A.M.
Tower Lounge
Reed Library**

September 21, 2011

February 15, 2012

October 19, 2011

March 21, 2012

November 16, 2011

April 18, 2012

This committee—comprised of appointed representatives from Academic Affairs and Student Affairs—meets monthly to discuss recruitment-related issues and initiatives that are generated from the Enrollment Management Committee. Meetings are closed.

Second Friday

Convener: Dennis Hefner

**9:00 - 10:00 A.M.
President's Conference Room, Fenton Hall**

September 9, 2011

February 10, 2012

October 14, 2011

March 9, 2012

November 11, 2011

April 13, 2012

December 9, 2011

May 11, 2012

This group of invited campus leaders meets each month for updates from the President about campus, community, and state issues. Speakers are occasionally invited.

University Senate

Chair: Christopher Taverna

Vice Chair: Bruce Simon

SUNY Faculty Senator: Reneta Barneva

Secretary: Saundra Liggins

Governance Officer: Andrew Cullison

Faculty & Professionals Affairs: Rob Deemer

Academic Affairs: Joseph Straight

General Education: Andrea Zevenbergen

Planning & Budget: Julia Wilson and Joy Bilharz

Student Affairs: David Herman

Graduate Council: Kevin Kearns

4:00 P.M.

Jewett 101

September 12, 2011

October 3, 2011

November 7, 2011

December 5, 2011

February 6, 2012

March 5, 2012

April 2, 2012

May 7, 2012

This governance body, comprised of elected representatives from the faculty and professional staff at SUNY Fredonia, meets monthly during the academic year to discuss issues and recommend actions at the university. The agenda is distributed before each meeting. The Senate Executive Committee meets at least twice before each meeting once independently and once with the President and Vice President for Academic Affairs.