



SUNY Korea Faculty Senate

2022-2023 End of Academic Year Report

By Professor Houghton

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Introduction

This document outlines the Faculty Senate's activities throughout the Fall 2022 and Spring 2023 semesters. There are two sections to the document. The first section is a brief run-down of the achievements and the future goals for each committee, followed by an appendix summarising the activities of each committee by session, with the exception of the first and sixth. The first session took place before the forming of committees, and as such is outlined separately, while the sixth session was called mid-way through a month to allow a vote on a change to the Bylaws.

Senators

- Amos Omondi – Chair – Computer Science
- Chihmao Hsieh – Vice-Chair – Business Management
- Chris Houghton – Secretary – English Program
- Suil O – Applied Mathematics & Statistics
- Jihoon Ryoo – Computer Science
- Changwoon Han – Mechanical Engineering
- Anthony Pennings – Technology & Society
- Sangjin Hong – Electrical and Computer Engineering
- Sukyung Kang – Fashion Design
- Hye Yeon Jeong – Fashion Business Management
- Mackenzie Lenz – Faculty of Science and Humanities

Committee Activity Reports

Executive Committee

During the past year, the Executive Committee worked on aiding the other committees in forming proposals. Much of the work of the executive happens behind the scenes to ensure the smooth operation of the Senate in general, as well as to liaise with the Administration and the other senators. Chair Omondi created template documents to aid the committees in their report and proposal writings. Every proposal and report were examined by the committee and either approved or sent back for further clarification, with the aim of ensuring a high level of professionalism from all Senate work. For the final session, the committee conducted a survey on the preferences of Senators regarding their future committee membership. These findings were shared with the Senate and members will be able to vote on committee membership at the first session of the new academic year.

In addition to this, the Executive Committee successfully worked with the Academic Planning and Educational Services Committee to split the FSH and English faculties. To achieve this, the committee sent out various opinion surveys to the then FSH faculty, as well as addressing the concerns of other faculty and administrative members within the university.

Furthermore, the executive committee worked to ensure the constitution and the bylaws were aligned, by changing Bylaw 5(VII) to agree with the wording of the constitution's Article 3(1). The executive also aired concern over the wording of Bylaw 2, and reworded it through a vote in the Senate, to allow Senators with a one-year office to run for re-election.

The committee also investigated SUNY Korea's eligibility to join the Korean Private School Pension Fund and it was asked of the administration to tackle this issue further. To aid new faculty and to help those already at SUNY Korea, the Executive created a *Faculty Development Online Hub* in which members can freely communicate on both professional and personal topics.

In the coming year, the Executive Committee will continue to ensure the smooth operation of the Senate behind the scenes.

Academic Personnel Policy Committee

The Academic Personnel Policy Committee (APPC) were tasked with reviewing and making recommendations on matters concerning the appointment, evaluation, and promotion of faculty. The APPC focused on items that would be beneficial to the majority of the faculty members, such as proposing, a now adopted, continuing appointment process for qualified academic rank faculty, and proposing that the international faculty have the option to be paid in USD or KRW.

Much of the APPC's work was focussed on integrating FIT SK into SUNY Korea's Faculty Handbook. With the aid of the administration, they identified HR, promotion, and tenure issues, with the earlier two being successfully addressed. Additionally, the APPC revised paragraphs 2.4.5.1 and 2.4.5.2 of the Faculty Handbook to remove ambiguous language around the reference letter collection process for tenure application. They also asked that the Administration updates the Grievance Resolution Committee Guidelines, and to reconcile the Grievance Policy and Disciplinary Policy to ensure that there are no ambiguities. Finally, the APPC proposed that the voting rights section of the Faculty Handbook be updated to include all faculty eligible to be on the Faculty Senate.

During the next academic year, the APPC will continue to update the Faculty Handbook.

Education Council

The Education Council (EC) focused on the English proficiency entrance criteria for students and the introduction of a Centre for Excellence in Learning and Teaching (CELT). The EC investigated the possibility of changing the English proficiency criteria, by removing or increasing the required Duolingo score. However, it was deemed unlikely to be successful, as the criteria is taken from the home campus. Consequently, the EC proposed a series of study skills workshops to aid the students in being successful, especially owing to the difference in their situation, being an EFL school, not an ESL school as the home campus is. This proposal is presently being reorganised to prioritise the workshops in order of importance.

The main goal of the EC for the last academic year was to propose a CELT to the Administration to help the faculty to teach in a more effective manner. The EC researched different centres at various institutions and developed three different scenarios for how the CELT could be implemented at SUNY Korea. Professor Quan and

Professor Dreamson were invited to address the Senate on their areas of expertise regarding the CELT. Professor Quan explained how the CET at FIT's home campus operates and how it would be beneficial to SUNY Korea. Professor Dreamson outlined the EC's largest scale proposal for the CELT along with its hierarchy scale. This proposal was included in the last draft of the proposal. The EC also sent out a survey to the faculty, which was completed by 22 people, of which 80% indicated that they would participate in events. The proposal in its present form was rejected by the Senate and the EC was requested to make document more focused on SUNY Korea.

The EC held a Brightspace workshop, led by Professor Dreamson, teaching the faculty how to use the new LMS. The aim of holding this workshop was to gauge the faculty's wishes to participate in workshops.

During the fall semester, the EC will finalise the proposal for the CELT and begin to work on new proposals, such as entrance requirements and ways to make the educational environment more conducive to student success.

Campus Environment and Faculty Welfare Committee

The Campus Environment and Faculty Welfare Committee (CEFW) were tasked with addressing faculty welfare, such as housing, benefits, support, and looking at ways to improve the campus environment. During the 2022-2023 academic year, they worked on two proposals, a Supplementary Individual Development Award (SIDA) and a new guide for international faculty.

The proposal to introduce SIDA, was aimed at supplementing the present IFA funds, partly due to the recent increase in international travel costs. To receive the support, faculty would need to first purchase the item(s) from their own money and then apply for reimbursement. Reimbursement would not be guaranteed and would be decided on how important the expenditure was, with their being a limited pool of money for all faculty to receive. The proposal will be finished in the coming semester.

The CEFW have worked with Mr. Sangnoh Kim from Academic Affairs to work on updating the guide for international faculty. This issue was raised in the senate, with many mentioning that the document has been out of date and lacking information for many years, with many members having to use the websites of other universities on the IGC to get the information that they need. The process of updating the information is long and as such, it was suggested that the document be limited, with most information being

added to an online information source that can be easily, and quickly updated in the future.

In the coming year, the CEFW will finish these two proposals and begin to work on new proposals.

Academic Planning and Education Services Committee

The Academic Planning and Education Services Committee (APES) were tasked with making recommendation on improving educational services, research, and graduate support at SUNY Korea. The APES investigated the splitting of the then FSH and decided that due to the size of the department, it should be split into the FSH and English faculties. This proposal was approved by the Administration.

The APES also proposed to the Administration an increase in the stipends offered to TAs and RAs to make the research environment at SUNY Korea more competitive. The proposal was approved by the Administration and will include a change in both the stipend and the level of support offered for tuition.

Additionally, they investigated a proposal for an Excellent Teaching Award. However, in the end, they recommended that each department runs their own, owing to concerns over how each department expects different styles of education, costs of running, and criteria for judgement. There was also a fear that the award would end up being just granted rotationally.

The CEFW also created a proposal to amend the university's research webpage. The proposal was detailed, outlining each page of the website, what information would be contained and who would be responsible for updating the information. The proposal was sent to the Administration.

In the coming year, the CEFW will continue to work on improving the research environment at SUNY Korea.

Ad Hoc Committee on AI

The Ad Hoc Committee on AI was created to offer advice to the faculty on how to address AI in their classes. They worked to create a list of best practices which were distributed to the entire faculty. TO create this list, they researched the way AI is used at both SUNY Korea and elsewhere. A survey was sent to the faculty to find out how AI is presently being used or implemented in SUNY Korea's classes. No consensus was shown in

the survey, and so the best practices highlighted the importance of ensuring that students understand each the requirements and expectations in every class are different.

The committee will continue to monitor the situation with AI and to work to advise SUNY Korea's faculty on the best practices going forward.

Appendix 1 – Committee Progress for Each Senate Session

Meeting 1 – Friday 16th September 2022

The first meeting of the faculty senate was held on 16th September 2022. Elections took place to choose the senate officers. Professor Omondi was elected Chair, with Professor Hsieh the Vice-Chair. Professor Houghton was elected Secretary.

Through a neutral party, Ms. Lee, a lottery was conducted to choose the terms of the senators. Professors Jeong, Kang, Han and Hsieh (Replaced by Professor Ryoo at the second meeting, owing to the Bylaws stipulation that the first vice-chair may only serve one year) were granted two year terms.

The composition of each of the committees was then decided as follows:

Executive Committee

- Professor Omondi – Chair
- Professor Houghton
- Professor Hsieh
- Professor Han
- Professor O

Education Council

- Professor Pennings – Chair
- Professor Kang
- Professor Houghton

Academic Planning and Educational Services

- Professor O – Chair
- Professor Kang
- Professor Han

Academic Personnel Committee

- Professor Hsieh – Chair
- Professor Jeong
- Professor Omondi

Campus Environment and Faculty Welfare

- Professor Hong – Chair
- Professor Jeong
- Professor Pennings

Ad-Hoc Committee on AI

- Professor Houghton
- Professor Hsieh
- Professor Jeong

Professors Houghton and Hsieh ran through their suggestions on what the Senate should tackle. These were based on feedback that they had received from their constituents. The Executive Committee then divided these tasks up amongst the most appropriate committees, giving them something to work on before the second session.

An agreement was reached that all future Senate sessions will take place on the second Friday of each month during the semester, at 1400.

Executive Committee

Meeting 2 – Friday 14th October 2022

- Looked into ways in which the English Program could be split from the Faculty of Science and Humanities. To accomplish this, a vote will be needed and the constitution would need to be amended to give both academic units representation.
- Spoke of a need to show the Senate is being taken seriously by the Administration, to remove the scepticism that has been aired by many members of faculty.
- Recommended the changing of the Bylaw 5(VII) to bring align the membership of the executive committee with that stipulated in the constitution.

Meeting 3 – Friday 11th November 2022

- Asked that the Senate looks at grade inflation and how it is affecting our faculty, especially with how most faculty members interpret the Administration's view on student evaluations.
- Proposed an amendment to the constitution's Article 3(1) to allow the existence of a standalone English academic unit. Unanimously approved.
- Held a vote on rewording Bylaw 5(VII) to agree with the constitution on the membership of the Executive Committee. Approved unanimously.

Meeting 4 – Friday 9th December 2022

- Looked into increasing membership size of each committee, but decided it was not feasible.
- Asked that the committee reports improve in quality and length.

Meeting 5 – Friday 10th March 2023

- Reorganised the committees to add the two new members of the Senate, Professors Lenz and Ryoo.
- Suggested that in the future committee reports will be submitted to the university website, therefore it is critical that the current level of them improves to allow this.
- Formed an Ad-Hoc Committee on AI, comprised of Professors Houghton, Hsieh, and Jeong.

Meeting 6 – Friday 14th April 2023

- Raised a concern over the construction of the Bylaws, regarding the terms of Senators and whether those with a one-year position had served a term. Due to this, an additional meeting was called for ___ and the elections for new senators was delayed.
- Professor Hsieh read Professor Houghton's proposal to amend the Bylaws to allow those senator with one year to be re-elected. Seven senators voted in favour of the proposal being sufficient to serve as a notice to amend the Bylaws. The vote on the proposal took place at the next meeting (Monday 24th April 2023).

Meeting 7 – Monday 24th April 2023

- A vote took place on adding the line "The one year shall not be considered a term" to Bylaw 2. Nine senators voted in favour, surpassing the two-thirds majority required.

Meeting 8 – Friday 12th May 2023

- Looking into complaints about the university's provided health check.
- Working on finding out SUNY Korea's eligibility to join the Korean Private School Pension Fund.
- Addressing the issue of the cleanliness of the classroom.
- The proposed *Faculty Development Online Hub*, originally suggested by the APPC) is now online and will be holding an open house in the coming weeks.

Meeting 9 – Friday 9th June 2023

- Created a proposed list of committee memberships for next year, based on the preferences of each senator.
- Professor Houghton and Professor Hsieh were elected as the vice-chair and the secretary respectively.

Academic Personnel Policy Committee

Meeting 2 – Friday 14th October 2022

- Looked into continuing appointment process for qualified academic rank (teaching) faculty and received a proposal from the Administration. This was approved by the Senate and the Executive Committee.
- The administration proposed changing the date for pay raises for contractual professors to align with those of tenure faculty. Proposed giving professors the option to be paid in USD or KRW.

Meeting 3 – Friday 11th November 2022

- Looking at ways to integrate FIT Korea's HR policies with those of SUNY Korea.
- Working to clarify confusing language regarding the tenure process in the Faculty Handbook.
- Looking to add the Faculty Senate to the Faculty Handbook.
- Correcting ambiguity between the Grievance Policy and the Grievance Resolution Committee Guidelines.

Meeting 4 – Friday 9th December 2022

- Held votes on five proposals. Each proposal was unanimously approved.
 1. Revised paragraphs 2.4.5.1 and 2.4.5.2 of the Faculty Handbook to remove ambiguous language around the reference letter collection process.
 2. Updated the Grievance Resolution Committee Guidelines to rename the departments or positions named in the document. Asked for clearer language regarding whom can be the person(s) filing a grievance and who can be accused within the guidelines.
 3. Asked for the Grievance Policy and the Disciplinary Policy chapters of the Faculty Handbook to be reconciled.
 4. Updated the Faculty Handbook to give voting rights to all those permitted to participate in the Faculty Handbook.
 5. Asked that the Faculty Handbook be updated to allow for the voting rights of some Assistant Professors.

Meeting 5 – Friday 10th March 2023

- Planning to look at key issues in the Faculty Handbook regarding HR, promotion, and tenure particularly for FIT faculty.

Meeting 6 – Friday 14th April 2023

- Neither salaries nor promotions for FIT faculty are outlined in the Faculty Handbook and they aim to propose these amendments in the coming sessions.
- Looked into creating a *Faculty Development Online Hub* to allow faculty to communicate with one another and to create a better community within the university. This was passed on to the Executive Committee to work on, as it is more their remit.

Meeting 8 – Friday 12th May 2023

- The Administration sent them a document outlining an agreement in principle with FIT's home campus regarding the hiring of new faculty and the annual evaluation process. This completed much of their proposal.

Meeting 9 – Friday 9th June 2023

- Working to align the annual evaluation process of FIT with SBU, as well as identifying how to assess the performance of professors who are up for promotion but have not been previously evaluated based on the new process.

Education Council

Meeting 2 – Friday 14th October 2022

- Began looking into the issues of class sizes, classroom technology, scholarships.
- Began to work on a Centre for Learning Excellence.

Meeting 3 – Friday 11th November 2022

- Professor Quan presented a talk about the Center for Excellence in Teaching on FIT's home campus.
- Organised a lecture to be given by Dr. Dreamson on the use of Brightspace.
- Held talks with Dean Lasher on implementing an academic integrity workshop for the first week of the semester.

Meeting 4 – Friday 9th December 2022

- Conducted a survey, amongst those in attendance at the Brightspace workshop held by Dr. Dreamson, regarding the proposed Centre for Learning Excellence.
- Asked that the university reconsiders the acceptance of Duolingo as an English proficiency test.

Meeting 5 – Friday 10th March 2023

- Asked for the university to introduce more speaking classes and other skill sets to aid the students who are struggling to study in English.
- Looking into benchmarking the English classes at SUNY Korea to other Korean universities at the request of the Administration.
- Professor Dreamson presented his outline for a SUNY Korea Centre for Excellence in Learning and Teaching.

Meeting 6 – Friday 14th April 2023

- They created two different scenarios for the CELT, a full-time and an inter-session centre. This was given to the Senate in the form of a 32-page draft proposal.

Meeting 8 – Friday 12th May 2023

- Finalised their proposal to hold the IEC entrance essay in person. Dean Pak informed them that discussions had already taken place and that this had been agreed.
- Professor Houghton is working on a proposal for a series of study skills workshops for the students.
- They completed their three scenarios for the proposed CELT. Indicated that they will send out the proposal and a survey to the faculty shortly.

Meeting 9 – Friday 9th June 2023

- Showed the findings of their survey with faculty on the need for a CELT. 22 members of faculty responded, with 80% indicating a wish to actively participate in events.
- Presented two proposals. The proposal for the CELT was rejected by vote, with only four voting in favour. They were asked to make the proposal more specific to SUNY Korea.

- The second proposal for a series of workshops for the students was withdrawn and will be resubmitted with more information on the costs, the structure, and for them to be prioritised, so that the university can start implementing the most necessary.

Campus Environment and Faculty Welfare Committee

Meeting 2 – Friday 14th October 2022

- Began exploring the idea of an additional pot of money to the IFA for conference attendance.
- Asked that Administration gives overtime contracts when the work is offered, not at a later date, so that faculty know what they will be paid.
- Suggested a faculty lounge to the Administration for faculty networking.

Meeting 3 – Friday 11th November 2022

- Began working on an Individual Development Award, to add to the IFA.

Meeting 4 – Friday 9th December 2022

- Asked for feedback on the IDA.

Meeting 5 – Friday 10th March 2023

- Working to create a new faculty and staff guidebook.

Meeting 6 – Friday 14th April 2023

- Finished working on the proposal for the IDA.
- Working with Mr. Sangnoh Kim of Academic Affairs to update the existing faculty living guide.

Meeting 8 – Friday 12th May 2023

- Mr. Sangnoh Kim is still working on editing the existing faculty living guide and they are waiting on him to send it to them.
- Should have the IDA proposal ready for the next meeting.

Meeting 9 – Friday 9th June 2023

- The CEFW asked for the Senate to vote on whether they should continue working on their IDA proposal, as it is not possible to expand the scope to part-time faculty, making it very similar to the IFA. The senate voted unanimously to continue working on it.
- Presented an early draft of the *New International Faculty Guide*. The document itself will be short, with most information being on an easily updateable online system.

Academic Planning and Education Services Committee

Meeting 2 – Friday 14th October 2022

- Began looking into the split of the FSH and English academic units.
- Made suggestions on how the IFA could be reformed, such as extension on the allowed usage, an increase in the budget, and a change in the approval line.
- Asked for the university to create an internal research fund.

Meeting 3 – Friday 11th November 2022

- Working on a proposal for an Excellent Teaching Award.
- Proposed the split of the FSH to the Faculty Senate. The vote unanimously approved the proposal.

Meeting 4 – Friday 9th December 2022

- Discussed increasing the stipends given to graduate students.
- Continued to look into a teaching award.
- Continued working on a proposal for internal research funds.

Meeting 5 – Friday 10th March 2023

- Planned to work on improving the RA tuition situation, creating a teaching award, and implementing internal research funds.
- Professor Dreamson presented on how he would like to see SUNY Korea adapt to create a better research environment.

Meeting 6 – Friday 14th April 2023

- Presented their proposal for the increase in compensation for RAs to make the position more enticing.

Meeting 8 – Friday 12th May 2023

- Voted on their proposal for the university to cover the tuition fees of RAs. Passed unanimously.
- Asked that the university formally request the Korean private school pension fund to allow them to join, so that the university gets a formal answer in writing.
- Decided to ask that each department runs their own teaching award if they so wish. The prize would come from their budget.
- Looking at ways to update the research page on the SUNY Korea website, to include more than just expenditure.

Meeting 9 – Friday 9th June 2023

- Submitted their recommendation on how to reorganise the university's research webpage. The senate voted unanimously in favour of submitting the recommendation to the university.

Ad Hoc Committee on AI

Meeting 6 – Friday 14th April 2023

- Created a list of best practices on the use of AI and distributed them to the faculty.

Meeting 8 – Friday 12th May 2023

- Conducted a survey of the faculty on their use of AI. Presently, the majority of the faculty are not incorporating AI in any manner to their pedagogy. The full results were sent to all faculty members.