

Academic Council Meeting

MEETING MINUTES - Approved

Autumn 2018 – Meeting #2: Friday, October 19, 2018

10:00 A.M. – 12:00 P.M., NH 013

ATTENDANCE: Faculty Fellow: Judy Anderson; **Co-Chairs:** Patty Allen, Frank Barnhart, Jeff Bates, Cathy Bill, Sandy Drakatos, Jeanette Ferguson, Holly Finnegan, Lydia Gilmore, Tracy Koski, Marc Lord, Tricia May-Woods, Jennifer Nardone, Amy Popovich, Rita Rice, Cathy Ritterbusch, Heather Thompson-Gillis, Adele Wright; **CSEA Vice President:** Adam Keller

1) Approval of September 14, 2018 and October 19, 2018 Minutes – (Judy, All) – electronic attachment

The minutes from the September 14, 2018 meeting were not approved at the October 19, 2018 meeting.

2) Master Syllabus Statements – Subcommittee Needed (Judy, All)

Judy described the need for a work group (consisting of faculty and relevant staff members at the college) to review and revise the information that could/should be included in the Master Syllabi at the college. The point was made that there is quite a bit of information already in the Student Handbook that is currently listed on the Master Syllabus as well. The purpose of the work group will be to develop guidelines for creating and updating the Master Syllabi for CSCC courses and determine what information should be included on the Master Syllabus and what information should go elsewhere (and what “elsewhere” could mean). The Student Support and Academic Rules and Policies committees will work to get the subcommittee going.

<p>Action: The Student Support Committee and Academic Rules and Policies will provide Judy with the names of members (need not be Co-Chairs) to join this work group. Once the names are provided, Judy will contact Laurie Johns to set up an initial meeting.</p>
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3) Academic Council Website – updating and info to include (Judy, All) – electronic attachment

Judy presented a checklist of documents/digital assets, to discuss which ones should be available on the CSCC website versus the internal Bb community, or both. For the public CSCC website, the AC discussed and agreed it would be helpful and/or necessary to have the names of the current OAA committee co-chairs, AC meeting agendas and minutes, AC election information, as well as each OAA committee’s charters and reports. Items

that will be isolated to just the internal Bb community will be the individual OAA committee meeting agendas, minutes and reports.

Action: Judy will work with Sarah Skeen to build out the presence of the AC on the CSCC website and to get all the documents posted as well as settle on a workflow to keep the documents posted and updated to the website on a regular basis. Judy will also posted the list of items to be included/not included on Bb and the website on our Bb website so committee members and co-chairs can be aware of the information they need to post.

**4) First 4 Weeks College and Community Resource Sheet for Faculty (Cathy R.) –
electronic attachment**

Cathy presented the document that resulted from a tremendous amount of work (with a shout out to Jeannette Ferguson and the others that were on the team) to serve as a reference sheet for all the resources available to faculty and students, with brief descriptions of how students can connect to them. Currently this document lives on a Bb site, and it is still undecided how this will be made available on the CSCC website. Many ideas of how and where this resource sheet will be made available to students was discussed (lots of good ideas) as well as how to ensure all faculty.

After a discussion, the recommendation was made to include this reference sheet as a mandatory item on all course Bb shells (where it cannot be moved or deleted but can also be centrally updated) to ensure that not only students, but also faculty remain current with the “First 4 Weeks: College and Community Resources at a Glance.” It was also agreed that the “First 4 Weeks” logo that is currently at the top of the page on the resource sheet be moved to the bottom of the last page to avoid confusion on the part of students and faculty.

Action: Judy will communicate with Tom Erney to move this recommendation forward with the intention of having the resource sheet in place for Spring 2019. Tom and Judy will confer with the Co-Chairs from Student Support and the First 4 Weeks committee to determine if this is the appropriate location for the resource sheet.

**5) Comprehensive Facilities Improvement Plan Survey Suggestions from AC Committees
(take by October 26)**

Frank B. shared his committee’s (Diversity and Inclusion) research and recommendations with respect to facilities improvements. Among the recommendations is to install all-gender bathrooms, and updates to bathrooms so they

are actually handicap-accessible. Currently, a person with mobility issues would require an aide to open the bathroom door(s) to gain access. The college also completely lacks any facilities that are adequate for adult changing tables (some individuals have to resort to lying on the bathroom floor for such purposes). There are also buildings on campus with bathrooms that are not even ADA-compliant.

In short, there are significant deficiencies within main-campus restrooms, with respect to gender and disability accessibility.

Motion: Academic Council formally made the following recommendation: “The college must adopt the five recommendations included in the document circulated by Frank B. on behalf of the OAA Diversity and Inclusion Committee”

1. The College can convert all single occupancy restrooms to all gender restrooms with a simple change of signage. Signs should be clearly marked. If signs include stick figures, those images should be gender neutral, rather than attempting to combine stick figures intended to represent men and women.
2. The College can commit to ensuring that all buildings undergoing significant renovation and all new buildings, including Mitchell Hall, have at least one clearly marked all gender restroom in a convenient location.
3. The College can convert at least one multi-stall restroom into an all gender restroom in buildings that do not have single occupancy restrooms. This restroom should be clearly marked and in a convenient location within the building.
4. The College can release a statement expressing its support of individuals using gendered restrooms as they correspond to the individual’s gender identity, gender expression and/or sex.
5. The College can publish an easily accessible online map clearly designating the locations of all gender restrooms on campus.

An additional recommendation was made by Cathy Ritterbusch and included in the motions passed by Academic Council:

6. Accessibility issues need to be taken into account when assigning new (or existing) faculty to their offices and/or workplace.

Cathy R. motioned to accept the recommendation. The motion was seconded by Rita R., and the motion passed unanimously with no abstentions.

Action: Diversity and Inclusion committee will revise the policy statement to reflect #6 above, and add a date and title, and Judy will forward these recommendations to the College Facilities Planning Group with a cc to the Office of Academic Affairs and CSEA.

6) Shared Governance Process Update (*Judy, Jennifer, Patty*) – *electronic attachment*

Judy described the current process of how suggested changes to College Policies and Procedures are moved along to eventually arrive at the “Notice and Comment” stage of Shared Governance and ultimately result in a change to College Policies and Procedures. She outlined the proposed process through which proposed changes to P&P would be created, when the College P&P relates to Academic Affairs. The process begins with a proposed change (which can be proposed by any person or group on campus) that is presented to the Academic Council’s Academic Rules and Policies. Once changes have been proposed, they are reviewed and approved by the originator before they are then presented to Academic Council for discussion/review/motion at a regularly-scheduled AC meeting. It would then move through the administrative OAA stakeholders (admin and cabinet level) prior to being formalized into an official recommendation that would then proceed through the Shared Governance Approval process.

Action: Judy will post the OAA Policy and Procedure process and the proposed Shared Governance process to the Academic Council Blackboard website.

7) Faculty Professional Development Plan update (*Judy, Lydia G.*)

Judy updated the AC on the FPDI plan, discussed at an AC meeting earlier this semester, just to let everyone know this plan is moving forward, and departments should be in the process of following the plan to meet the deadlines and milestones for Autumn 2018.

8) Committee Charter Updates (*Judy, All*)

Judy just gently reminded everyone to make sure they were making progress on their revisions to their respective OAA committee charters, and that they should be wrapping this up by the end of Autumn 2018 or beginning of Spring 2018.

9) Committee Updates and other business (*All*)

- Lydia G. Reminded everyone there is a CSEA membership meeting next Friday (10/26) @ 1:00 PM, Franklin Hall auditorium, and then a social gathering at Platform's immediately afterwards. All faculty are encouraged to attend.
- Eric Kenz informed the AC that IT and Tom Erney have been working to deploy an existing feature within Blackboard called "Blackboard Analytics" that will allow faculty to get granular data on how their students are using the digital assets and resources on the Bb course pages. In short, faculty will eventually be able to see exactly what students are using, how long they are using it, etc. This will be up for detailed discussion at the next AC meeting.

Meeting concluded at 11:55 A.M.

Minutes recorded by Adam Keller, Vice President of CSEA.