

Academic Council Co-Chairs Meeting

Minutes - approved

December 1, 2017

10:00 A.M. to 12:00 P.M.

WD 312

Attendance: Patty Allen, Tywan Banks, Martin Blaine, Crystal Clark, Zac Dilbeck, Sandy Drakatos, Holly Finnegan, Lydia Gilmore, Tracy Koski, Nick Lakostik (Student Evaluation committee), Melissa Logue, Marc Lord, Tricia May-Woods, Jennifer Nardone, Margaret Owens (committee member, Instructional Success), Ben Pugno, Rachael Romain, Adele Wright

- 1) **Minutes:** The October 27, 2017 minutes were approved. (*Motion by Patty A., second by Ben P., and approved by all*)
- 2) **Diversity and Inclusion Committee election results and next steps (Judy A.):** Seven faculty from A&S and six members from both BET and HHS were nominated for the ballot. When the final vote was tallied, the sixth place vote for the A&S nominees resulted in a tie. Judy asked the Co-Chairs if both faculty from the tied vote could serve on the committee, resulting in one extra member for A&S for the new committee.

#2 Motion passed: To approve the addition of one extra member from the Arts and Sciences Division to the newly-formed Diversity and Inclusion committee due to a tie in voting for sixth place.

- 3) **Honors committee Co-Chair from A&S online vote results (Judy A., Rita R.):** The Honors Committee was not able to get a Co-Chair from HHS or BET. Honors does not have many classes in HHS or BET and they have been unable to find someone willing to serve in this capacity. The Co-Chairs were asked to vote on whether we would allow a second Co-Chair for the Honors Committee from A&S. Majority vote showed that we would allow for 2 Co-Chairs from A&S, however some were opposed and one abstained. Their committee voted to approve this situation. Discussion was that this vote sets a precedent and do we want to do this? It was decided that we could allow this situation for now and limit the term for one year while the committee worked to build membership from HHS and BET and encourage the development of more Honors courses in BET and HHS.

#3 Motion: There was a motion by Judy Anderson to approve 2 A&S co-chairs for the Honors committee for one year and in the interim work to build committee membership from HHS and BET. The motion was seconded by Martin Blaine. Holly Finnegan, Crystal Clark, and Patty Allen opposed.

- 4) **Instructional Success Committee: Teacher Observation Form (Tracy K., Patricia M.):** Other members of the committee were in attendance (Edgar Velez, Mark Bocija) to share their process and decisions around the creation of the new teaching observation form. The previous observation form had five sections while the new proposed draft has four sections. The purpose of this observation form is ultimately for the instructor's own growth and student success, so the questions focused on these areas. Observers should be taking notes during the observation instead of filling in the observation report itself; thus the recommendation is for the observer to complete the classroom observation organizer form during the observation and then complete the observation report after the observation. The organizer form would contain notes for the observer only, this would not be provided to the instructor after the fact. There will be a pre-observation questionnaire, which will not be required, but would be useful to send before the observation when notifying the faculty member of the scheduled observation. The exact wording of the form is subject to change and suggestions. The committee has discussed creating a training program on how to conduct an observation. Professional development should be available to help instructors meet the expectations put forward in the new form.

#4 Motion: There was a motion to approve the faculty observation form and the classroom observation organizer form by Ben Pugno. The motion was seconded by Melissa Logue. All were in favor; none opposed.

- 5) **Aligning and Communicating Strategic Priorities Action Project (Jennifer Anderson, Director, Institutional Effectiveness, David Tom, Associate Professor, Psychology, Faculty Fellow for Accreditation, and Kelly Weir, Director, Resource Planning and Analysis):** This item was removed from the agenda.
- 6) **Safety Initiatives Discussion (Sean Asbury, Police Chief, and Joel Smith, Support and Preparedness Coordinator):**
- **911 Project:** By June 2018 all phones on campus will classify as voice over IP. At that time when someone dials 911 from a campus phone the phone will automatically connect to the CSCC police and the local police depending on the location (i.e. from the Dublin campus it calls Dublin). This will lower response time. Addresses are being added to the outside of buildings on campus so that callers can give accurate location information to first responders. Evacuation maps are all being updated and posted. Emergency signage is being added to each classroom. This project will be completed by June 30, 2018.

Phase 2 is called "Informicast". Rave messages will not only go to all students who are registered, but it will take control of all computers on campus and run a message across the top, it will also take over all speakers on campus.

- **Computer Aided Dispatch/Security Camera Update:** There are currently 400 cameras on campus and a new video management system is needed to keep track of the video feed. A new system will also connect with the 911 system. A new dispatch area will be open January 1, 2018. The card swipe system has also been updated. All the cameras and card swipe systems feed into the computer aided dispatch (CAD) system.
- 7) **Student evaluations presentation (Tonja Morgan, Project Manager):** The new online course evaluation and survey system will be integrated with Blackboard. Students can only complete one survey at a time and these are completely anonymous. The survey has been vetted and meets disability requirements. Academic council must decide on how the hierarchy will be set-up in order to determine who, other than the individual instructor, sees the results of the survey.

Decision: Option 1 Reporting rolls up aligned to existing organizational hierarchy.

Option 1: We have the ability to set dates for when others can have access to results.

Option 2: Create duplicate hierarchy levels and map based on faculty role. We can separate by full-time faculty and adjunct and who can see what.

7 Motion: There was a motion to only allow ACF and adjunct student evaluations to be viewed by chairs put forward by Holly Finnegan. The motion was seconded by Melissa Logue. All others in attendance were in favor except for Martin Blaine, who opposed.

- 8) **Dates for Spring 2018 meetings (All):** These will be voted on via email.

Meeting adjourned at 12:02pm.

Submitted by,

Rachael Romain
Co-Chair, Dual Enrollment