

## **Academic Council Meeting Minutes - *Approved***

**Friday, March 22, 2019**

**10:00 A.M. – 12:00 P.M., NH 343**

**Attendance: Faculty Fellow:** Judy Anderson; **Co-Chairs:** Patty Allen, Jeff Bates, Frank Barnhart, Martin Blaine, Crystal Clark, Christine Creagh, Zac Dilbeck, Holly Finnegan, Paul Graves, Eric Kenz, Tracy Koski, Marc Lord, Tammy Montgomery, Jennifer Nardone, Amy Popovich, Rachael Romain, Patricia May-Woods, Adele Wright; **CSEA V.P.:** Adam Keller

*(Meeting called to order by Judy Anderson at 10:01 AM)*

### **1) Approval of February 8, 2019 minutes (electronic handout)**

Motion to approve the minutes by Jennifer Nardone, seconded by Christine Creagh, and the motion passed unanimously with no abstentions.

### **2) Master Syllabus work group proposal – *Judy, Rachael, Christine* (handout at meeting)**

The members of this work group are Judy Anderson, Christine Creagh, Julie Cronk, Joan Petrusky, and Rachael Romain. The proposal of this work is to determine if the content of the Master Syllabus, specifically the information in the Syllabus Statements link, is appropriate and comprehensive and is presented in a way that best serves our students.

Judy pulled up the “Standard Syllabus Statement” page on the csc.edu and pointed out some of the things that seem a bit awkward, from a student-facing perspective. For example, what does the word “standard” mean if you are a student looking at these statements? The work group has held their first meeting and have (so far) proposed organizing the syllabus statements into two categories, “Rights and Responsibilities” and “Services to Promote Student Success.” The specific content for each section is yet to be determined, but the idea is that the current “standard statement” fall under the “Rights and Responsibilities” category. The group is also proposing that this webpage simply link each statement to the appropriate webpage on csc.edu that already exists (such as the tobacco-free statement, Title IX, etc.) rather than having this “Standard Syllabus Statement” webpage only contain text descriptions of each topic. This will allow the syllabus statement webpage to not require updating as policies change or require editing in the future.

Overall, the changes proposed by this work group are designed to make the existing page more useful for students while maintaining the level of compliance required by the college across all course syllabi.

The AC engaged in a lengthy discussion regarding optimization of this content on the csc.c.edu website, versus what may or may not be included on the Blackboard shell for a course section, to drive students to the correct place where syllabus statements and student services are concerned. Among several differing philosophies and ideas about how to best achieve these goals, there is a consensus about the need for a consistent repository of syllabus info, which is organized in a way that makes sense to all faculty and students, while maintaining syllabus compliance according to the CSCC policies. AC recommended that rather than use the Syllabus Statement section embedded in the Master Syllabus, both categories (“Rights and Responsibilities” and “Services to Promote Student Success”) should be in a button on Blackboard. Currently Blackboard has some resources listed in the “Orientation-Start Here” button, but many co-chairs agreed that this list was not comprehensive, and it was a little confusing for students to have these resources listed in “Start Here”. All agreed that a redesign of “Orientation-Start Here” was at least in order, and possibly the addition of a new button to contain a more comprehensive group of resources for and rights and responsibilities of students.

The work group will continue to work on this, as they have only met once so far. Any faculty who is passionate about contributing to this effort is welcome to join the work group and can reach out to Christine Creagh to join.

### **3) In-Service update – *Judy***

There are nine to ten faculty presentations at the upcoming In-Service Day, with the same setup as last year. All submitted proposals were accepted and will be presented.

### **4) Unregistered students in classes update – *Karen R., Judy***

This topic is being tabled until the next meeting since Karen is not in attendance at this meeting.

### **5) Points attached to attendance update – *Frank***

Frank B. did some research and learned there is no state-level policy around course points tied to class attendance. He also spoke with CSCC legal dept, who also confirmed there is no CSCC policy, and suggested he contact OAA (Jack). Alison Paley confirmed there is no policy and completed the circle by suggesting that Judy Anderson be contacted for further info. In short, from the state level all the way down to OAA at CSCC, no such policies exist. The SVPAA indicated they want to have conversations with Allysen Todd (and the other Division Deans) about this topic.

Conclusion: if an instructor wants to assign course points for class attendance, they are free to do so, under current policies and regulations.

Co-chairs discussed ways in which such a policy could be enforced while minimizing student complaints and/or proactively address any challenges to such a policy (calling it “Class Participation,” for example). Judy suggested that best practices and research behind this topic could be a good fit in professional development activities, possibly even a presentation at the next FIX conference, if someone wants to present.

#### **6) Employee website – faculty page – Judy, All**

Judy is continuing to solicit and collect feedback on the organization of the employee-facing faculty page web tools and resources on the CSCC website. It appears to be what we currently know as the intranet.csc.c.edu site and the “faculty page” link, but with a different presentation and a different approach to organizing the content into categories, and subcategories, and sub-subcategories. All faculty feedback should be forwarded to Judy Anderson. Any feedback that will be considered must be passed along to Judy by March 29.

Judy will forward a link that shows what the employee-facing site will appear to the user (opposed to the sitemap that was presented at this meeting) to give a better visual of how the new employee-facing site looks and feels.

#### **7) Charter revisions update – Judy**

All the updated charters are on Blackboard and visible to everyone. If a committee has not yet updated their charter, they should do that promptly and forward it to Judy.

#### **8) Committee reports – All**

**Academic Pathways** reported on the state of two-year degrees falling into a degree pathway at a four-year institution. The idea is that every degree CSCC offers should be part of a four-year degree pathway at a partner institution. Jeff Bates reported that progress in this regard has somewhat stagnated with AS degrees. Marc Lord indicated that the pathway associated with a particular AS degree needs to be approved by ODHE. Adele Wright indicated that any two-year degree with a name similar to a four-year degree needs to be transferable without any loss of credits, which has caused some wholesale changes to be made to some of the two-year Engineering Technology degrees (e.g., removing “basic related” credits and replacing with more Gen Ed credits). Jeff Bates confirmed there have been discussions about how two-year degree programs will have to change their curriculum to meet this requirement. This initiative is mandated by Ohio legislation but, as of today, deadlines for these pathways have lapsed and there remains a considerable amount of confusion of how these requirements will be satisfied.

**Academic Rules and Policies** reported all is relatively quiet on their end, although they are continuing to work on the Master Syllabus and the issue of multiple degrees.

**Assessment** reported that program reviews are currently underway (primarily in BE and HHS at this point) and that the AA and AS programs, a relatively new concept, will soon be on the hook to conduct program reviews as well.

**Curriculum** recently met with Laurie Johns about CurricuNet, and anything that is missing is being identified by Marc Lord. He is directly contacting the point person on any submissions that are incomplete and gathering the missing elements for uploading to CurricuNet. He indicated there are about 20 to 30 submissions each month, so this is an ever-ongoing process.

**Delaware** reported they are currently dealing with (among many other things) the high turnover of Delaware-campus administrative roles. Jack Cooley asked that the faculty at the Delaware campus decide what the administrative support and management model needs to look like in order to be effective. The committee has put together a report, which will be presented to Jack Cooley, Rebecca Butler, and Kelly Simons later today. In short, the administration “threw in the towel” and asked the faculty to come up with a solution, although there is no assurance that the faculty proposal will play any part in the future of the administrative structure on the Delaware Campus. For example, currently there is a Dean of Delaware as the highest administrator role, which means Delaware is not directly represented in the CSCC cabinet. This is just one example of how the current administrative structure is not adequate with respect to the overarching management model of CSCC.

**Digital** reported on the status of “TurnItIn” and asked all faculty who are having issues to reach out to Eric Kenz or Martin Blaine on using this technology. There have been some issues with the Bb integration of this tool. The College and the Digital committee are still gathering information about how this is currently working, or not working. Martin B. also reported that the use of data analytics within Bb has “died on the vine” in lieu of needing to decide if Blackboard will remain the long-term solution as an LMS at CSCC. Faculty who want to be involved with these discussions should reach out to Martin Blaine and Eric Kenz to express their interest. On a related note, the planned updates to Bb that were to be rolled out have also been put on hold.

**Diversity and Inclusion** reported updates from a recent ADA audit, specifically for the restrooms, at CSCC. A little over a million dollars has been budgeted to address most of the issues that have been revealed (with respect to restrooms) but this is not enough to address all issues. Additional audits of CSCC facilities are underway. Christine Creagh indicated that a long list of non-compliance resulting from these audits is not unusual for any given institution. For example, if there is an issue with access ramps on campus, then every building without a proper ramp will appear on the audit as a separate issue.

**Dual Enrollment/CCP** is moving forward on their work, now that they have wrapped up their recent work on P&P surrounding College Credits Plus. They are now considering more granular work regarding CCP, such as a faculty manual, considering all the different requirements and options for CCP students versus “normal” CSCC students. For example, a CCP student has the option to literally delete a CCP course from their transcript if they didn’t complete the course or fail they course for a valid reason. This decision can be made by someone in the CCP office in response to an appeal by the student. So, the CCP committee is currently looking at the documents about this process and guidelines that govern it, as well as other considerations, and ultimately need to guide some consistency since departments are currently handling it in very different ways. In short, they are working closely with the CCP office and Faculty Fellows to develop faculty manuals and gather feedback and input from the faculty.

**Faculty Entry, Training, and Professional Development** co-chairs were not available to report.

**Honors** reported they are currently revising their charter. They are also waiting for administrative changes to take affect with respect to the honors program and honors courses.

**Instructional Success** indicated they have recently met with President Harrison, who is lending his full support of the FIX conference and will personally inform other institutions about it. Any proposals to give a presentation are due by April 10.

**Promotion and Tenure** reported there are now “CougarPaws” being awarded for good stuff that you are doing, and this is something that can be used in PT portfolios. Holly reported they decided that the departments make their own decisions about how their Department P&T committees will function, and that they should identify the members of the committee before the beginning of winter break each year. They are also working with CSEA on an MOU to ensure the current practices and spirit of the contract are accurate,with respect to hiring tenure-track faculty at a rank higher than the Instructor level. The MOU will address such a hiring being a special circumstance, so that a “point sheet” is not the driving force for the rank of a new higher.

**Student Support** reported on the upcoming Service-Learning conference on March 29. To attend you need to register by Monday, March 25. The conference offers many opportunities for professional development, training, and information about College and community resources. The guest speaker is the president of the Mid-Ohio Foodbank Matt Habash.

The meeting was adjourned at 12:03 PM.

Minutes by Adam Keller, CSEA Vice President.