

Academic Council

MEETING MINUTES - Approved

Friday, March 23, 2018

10:00 A.M. – 12:00 P.M., WD 305

Attendance:

Faculty Fellow: Judy

Co-Chairs: Patty Allen, Tywan Banks, Frank Barnhardt, Jeff Bates, Crystal Clark, Zak Dilbeck, Sandy Drakatos, Holly Finnegan, Lydia Gilmore, Paul Graves, Eric Kenz, Mary Lewis, Melissa Logue, Jack McCoy, Jennifer Nardone, Amy Popovich, Ben Pugno, Cathy Ritterbusch, Rachael Romain.

CSEA Rep and Minute-Taker: Adam Keller

1) Approval of the minutes from previous meeting on February 23, 2018 *Attachment (electronic)*

Motion to approve the minutes made by (?) and seconded by Ben Pugno. Motion was passed unanimously, with no abstentions.

2) Student Evaluation Update (*Judy A.*)

The student evaluations were intended to be piloted for the first five-week term courses, but there are some complications and likely will not be ready until the end of the semester, but evaluations for this semester will be conducted. All the evaluations will be administered electronically to the students via Blackboard.

3) In-Service – Call for Committee Members to Review Proposals (*Judy A.*)

In-Service and Spring Symposium: In the recent past, attendance and turn-out at the faculty Symposium has not been great. This year, the Symposium is during the same week as the Spring In-Service, and so the promotion of the Symposium has been at least partially coordinated with the promotion of faculty workshops at In-Service, since this will be the first In-Service day in years where workshops and faculty development activities will be included.

Judy put out a call for proposals this past week (via email, to the faculty) to hold workshops on In-Service day this Spring. There is time/room for 8 workshops, which will run concurrently in pairs throughout the morning/afternoon.

Faculty Professional Development Funds: The Co-Chairs of the FETPD committee discussed their efforts to spend the remaining funds from the faculty professional development budget for this year, and including adjuncts. Some of their ideas/plans include partnering with the Arts and Sciences Symposium this summer to provide take-aways for faculty and coordinating their efforts with required faculty activities to bolster the faculty development that could be gained by them.

The FETPD Faculty travel/development funds spent year to date (2017-2018) \$148,393.73
Funds remaining for the remainder of 2017-2018: \$78,404.27. If this remaining balance is not encumbered until it has traveled all the way through the approval process (department, dean, etc.) and are on Alison Paley's desk.

Overall, requests to spend the funds allocated to your individual department needs to be approved and sitting on Alison's desk by March 31. Any remaining department funds, on or about April 1, will be consolidated to the FETPD OAA committee, who will handle faculty requests to spend the remaining funds by June 30 (end of fiscal year).

Action: Judy and the FETD co-chairs will communicate with the OAA to ensure the College understands that this process for using professional development money is still in its infancy and advocate for the full amount of professional development funds to be allotted once again next year and not truncated based on the presence of unused funds from the 2017-2018 fiscal year. CSEA will also advocate in this regard.

4) Reinstatement of Math Placement Test - Autumn 2018 (Judy A.) – Attachment (electronic)

Judy is on a committee called the "Student Success Council," which revealed at their most recent meeting that they will be reinstating the ALEKS placement test, which has been previously used to determine if students should complete a math remediation session prior to taking their first math course at CSCC. Previously the use of this "pre-placement" test had negatively affected the enrollment of math students because they weren't completing the five-hour remediation session.

5) ILG Statement - Catalog and Website Statement Revisions (Jennifer N., Patty A.) – Attachment (electronic)

Judy and Frank B. described the work of faculty to help oversee ILG identification and the use of a rubric to assess the ILG's at CSCC with respect to faculty awareness and course/student achievement in this regard. Any faculty wants to get involved with this ongoing effort should contact Adam Moskowitz, as there is plenty of work for everyone.

6) "Student Concerns" Master Syllabus Statement (Jennifer N., Patty A.) - Attachment (electronic)

Jennifer N. and Patty A. presented the Master Syllabus Statement for "Student Concerns":

"If you have a concern about your course or instructor:

- *first, have a discussion with your instructor*
- *If the matter is not resolved the second step is to consult with the department which your course resides for the contact information for the appropriate departmental representative"*

Any given department will need to add specific information to the second bullet point, so the student has some direction about how to address their concerns without the need for every concern to immediately elevate to a documented complaint to the President's office (which is how the process was previously described in the College's Policies and Procedures). The goal of this syllabus statement is for concerns to first filter through the department-level.

Motion to adopt the "Student Concerns" syllabus statement was made by Melissa Logue and seconded by Jennifer Nardone. The motion passed unanimously with no abstentions.

Action: Judy will follow up at Jack's OAA meeting and the Student Conduct Committee, and go from there. Ultimately there needs to be multiple avenues of dissemination to the faculty so this statement (and department-level specifics) are productively included in course syllabi.

7) Election Spring 2018 – Committee membership needs (Judy A.) – Attachment (electronic)

Judy is working with Jim Hamburg to organize the online ballot for the upcoming elections online for this Spring 2018. As always, current AC and OAA committee members should communicate with their colleagues and respective OAA committee members about who won't be staying on for next year to get an idea of how many openings will need to be filled. Judy circulated the current rosters of each OAA committee, and asked for each set of co-chairs to update the rosters (as much as possible) with the returning members, and anticipated number of open slots for next year.

8) Review of Committee Charters - Procedure and Timelines (Judy A.)

Judy asked the co-chairs to look at the work they've been doing within their respective OAA committees, and compare to their current OAA committee charter, and see what changes may need to be made either to the current charter, or perhaps their current workflow. It might be that some committees may need to consider delegating some of their work if it appears it falls outside of their official responsibilities.

Action: Committee Co-Chairs will work with members to make needed revisions to their committee charters. Revised charters should be completed no later than the end of Autumn 2018 and given to Judy A. to give to the Senior Vice President for Academic Affairs for review.

10) Committee Reports - by end of Spring 2018 (Judy A.)

Judy will work with Sarah Skeen to collect all these reports and make them digitally accessible via the college website.

Action: Co-Chairs will work with committees to create reports and send them to Judy no later than end of Spring 2018.

11) Other Business (Co-Chairs)

FETPD: Melissa Logue announced they are still trying to track down the additional \$50K that is supposed to be coming to their committee. Currently they are awaiting the funds to arrive from the OAA. They currently are out of their discretionally funds

Instructional Success: A new faculty observation report will be soon provided to AC for approval with the goal of using it as early as Summer 2018.

Tenure and Promotion Process: Holly Finnegan communicated that faculty will *have the option* of providing a “digital” portfolio beginning in Fall 2018 (expected). A faculty member will have the option of essentially using a Blackboard shell and populating it with their promotion and Tenure portfolio documentation as an alternative to creating a traditional paper/binder-based portfolio. Faculty who are up for promotion in 2018/19 should be able to have access to check out the shell by the beginning of Fall semester 2018 or maybe earlier. There will also be some training sessions about using the shell towards the end of this year.

Meeting adjourned @ 11:52 A.M.

Next meeting: Friday, April 20, 10:00-12:00 WD 305