

Academic Council Meeting
Friday, April 12, 2019
10:00 A.M. – 12:00 P.M., NH 343

MINUTES - Approved

Attendance: Faculty Fellow: Judy Anderson; **Co-Chairs:** Frank Barnhart, Crystal Clark, Zach Dilbeck, Marc Lord, Karen Muir, Sandy Drakatos, Jeff Bates, Karen Rippe, Lydia Gilmore, Holly Finnegan Eric Kenz,, Cathy Ritterbusch, Adele Wright, Paul Graves, Tracy Koski, Jennifer Nardone, Rachael Romain, Heather Thompson-Gillis, Tricia May-Woods, **CSEA VP:** Adam Keller; **Guests:** Sue Judd, A&S Advising and Rebecca Butler, Executive Vice President.

1) Multiple AA/AS degrees update (electronic handout) *Crystal, Jeff, Patty, Jennifer, Karen M., Tammy, Sue Judd*

Sue Judd shared the edits to Policy 5-08. The changes essentially mean that after a student completes an AS or AA degree, additional credits exceeding the required minimum cannot be used to satisfy requirements in other Arts and Sciences majors.

One of the more common examples is a student who completes a non-STEM degree, then wants to earn a STEM degree. There is a petition form they have to fill out, which is currently reviewed by Lisa Schneider (Associate Dean, Arts and Sciences). Since federal financial aid cannot contribute to earning a second degree, Sue presented a STEMM Certificate program (currently under review by the state) which would allow a student to complete a “package of courses” and use financial aid to earn the certificate, since they are earning a certificate rather than a degree. Sue indicated the request for approval to the state is asking to approve certificate programs of 32 – 39 credit hours to be financial aid eligible. In short, the certificate program has the potential to be eligible for financial aid, after earning an AA or AS degree, but additional courses towards a second degree is not eligible.

For students where the STEMM certificate is not appropriate (e.g. they want a second degree, but it isn't STEMM) then they can make an exemption request, made through the Dean's office, as stated in the proposed language.

The new proposed language is to make sure it is clearly written that a student who holds an AA or AS degree will need to follow a petition process in order to obtain a second AA or AS degree. A valid petition would require the student has earned 20 unique credit hours beyond the coursework for the initial AA or AS degree. An important clarification is that this only applies to a student who wants a second degree in the Arts and Sciences. This policy and/or petition process does not apply to a student who holds a technical degree and wishes to pursue an AA or AS degree, or vice versa.

The subsequent conversation about this new language revealed several concerns with the policy and/or practice. Multiple members of the AC expressed concerns that this policy appears as though CSCC simply wants a student to pay for an additional 20 credit hours if they want a second degree. Another concern was that more faculty should weigh in on this before the AC makes a recommendation.

MOTION: Karen Muir motioned for the proposed changes to Policy (5-08) back to their individual OAA committees for discussion and input as well as to gather intel on how this new language should or shouldn't affect AAS degrees and revisit this for a recommendation at the first AC meeting Summer semester. The motion was seconded Zac Dilbeck. The motion passed unanimously, with no abstentions.

2) Meeting dates for Summer 2019 (2) – All

The Academic Council meetings for Summer Semester, 2019 (both Friday, both 10:00 A.M. – 12:00 P.M., locations TBA):

- June 14, 2019
- July 19, 2019

3) Employee website faculty page update – Judy

Judy indicated that Market and Communications initially assumed the role of creating the language on the Faculty page of the CSCC website. Judy reminded them that faculty would be in control of this content. Judy also asked for at least one member of the AC to accompany her to the next meeting, in order to support the voice of faculty with regards to the design of the faculty page. Jeff Bates volunteered to attend this meeting with Judy, which will be on April 24.

4) Master syllabus update – Judy, Rachael

Judy shared the minutes from the last meeting of the Master Syllabus workgroup. Their conclusion and recommendation is to create a link to be included in all Blackboard shells which would contain the syllabus statements that are currently required in master syllabi and then removing them from the master syllabi. The button would be called “Resources, Rights, and Responsibilities”, and clicking on it would take the user to two links (1) Student Resources (possibly sub-divided into two such as “Academic” and “Support Services”) and (2) Rights and Responsibilities. These two categories then contain all the required syllabus statements, under the appropriate heading. This will require some work, but it is doable (according to Tom Erney) and everyone involved (Jack Cooley, Rebecca Butler, Academic Council) thinks this is a great idea. The benefit is that when

statements are edited, added, removed, etc., then it can be changed in one place, instead of all master syllabi requiring multiple updates.

MOTION: A motion to approve the creation of this blackboard button/link was made by Judy Anderson, seconded by Frank Barnhart. The motion passed unanimously, with no abstentions.

5) Requests for Faculty from Admissions and Orientation – Catherine R.

The summer student orientations have been revamped, creating opportunities for faculty to be more involved, but they need participation by faculty to make it work. One thing is for faculty to make a presentation, in the morning, about the importance of college, etc. Another need is for faculty to talk with students, parents, and families to answer question and just spend some time with them while acclimating them to CSCC. It would be ideal to have a variety of faculty from various disciplines to get involved.

Admissions has been trying to gather willingness from faculty to work with an admissions representative, several times a semester, to share their expertise with prospective students who have interest and/or questions related to their particular discipline.

Cathy passed around a sheet so anyone in the room at this AC meeting who is willing to volunteer can sign up.

6) Other business – All

Guest: Rebecca Butler, Executive Vice President, came to Academic Council for an informal idea exchange, with no specific agenda, to learn from the faculty about their roles, and also to present some information with respect to the new VP of Academic Affairs.

Dr. Kelly Simons will officially start her new role as the Chief of Academic Affairs, this July 1. Her former institution and their mission/goals/progress is aligned closely with CSCC. Dr. Simons will be here April 17-18th and will be attending In-Service, but without a defined role of participation, and her presence will be to “simply be immersed in things that are important here at CSCC.” During her onboarding, she will meet with the various OAA stakeholder groups (Academic Council is one of them, of course). Dr. Harrison and Dr. Cooley will be having meetings at the executive level in order to facilitate the transfer of knowledge and info to Dr. Simons during her onboarding as well. All of these meetings and onboarding will be taking place this summer and likely into the fall semester.

Dr. Butler has been meeting with the academic deans, along with Marty Maliwesky and Michelle Arnold, to begin the transition process. Dr. Butler continued to ask for any input or questions, suggestions, comments from the AC members as she presented this information.

Crystal Clark asked about what fundamental changes we may expect based on initiatives or strategy from Dr. Simons previous institution. Dr. Butler indicated that CSCC does not have plans to replicate anything from her previous institution, and will be continuing to make progress with the plans already in place here at CSCC.

The AVP position in Academic Affairs (previously held by Tom Habegger) is being repurposed as an AVP of Academic Advising and Academic Student Support. Dr. Butler said that while “they are not changing embedded advisors” (she repeated this twice, to be clear) and that “it will not be going away.” But the plan is to provide institutional leadership to align advising with business practices at the institutional level (e.g. a student experience the same process and protocol in one area of the college as they would in another). This new AVP will report directly to Dr. Simons. One of the ongoing goals is to be sure the student experience is seamless, and analogous across the institution. As best practices emerge in given departments, then the new AVP will be responsible for elevating them to the institutional level. The current advising that is occurring in CASE will be transferred to the new AVP’s office, but the entry-advising with incoming students will remain as is.

Agenda items not covered April 12, 2019—to put on June 14, 2019 agenda:

- Approval of minutes from February 8 and March 23 meetings, including revisions to agenda item about points for attendance.
- Safety Council representation (Karen R.) and Delaware Co-Chairs (Zac D. and Karen M.) update from the Delaware campus incident

The meeting adjourned @ 12:00 PM

Minutes recorded and submitted by Adam Keller