

Academic Council Meeting
Minutes –Approved
Friday, September 22, 2017
10:00 A.M.- 12:00 P.M., WD 312

In attendance: Faculty Fellow: Judy Anderson (Faculty Fellow, Academic Council); **Co-Chairs:** Patty Allen, Martin Blaine, Zac Dilbeck, Sandy Drakatos, Holly Finnegan, Lydia Gilmore, Dan Hare, Tracy Koski, Mary Lewis, Melissa Logue, Marc Lord, Tricia May-Wood, Jack McCoy, Jennifer Nardone, Amy Ng, Amy Popovich, Ben Pugno, Catherine Ritterbusch, Rachael Romain, Adele Wright.

The meeting began at 10:00 A.M.

1) Minutes 7/2/17 meeting:

#1 Motion: A motion to approve the minutes from the July 21, 2017 meeting was presented by Dan Hare and seconded by Jack McCoy. *The motion passed unanimously, with no abstentions.*

2) Shared Governance Meeting

Judy Anderson, Patti Allen, and Cathy Ritterbusch reported on a meeting they attended with Kim Hall, Jack Cooley, and Sarah Skeen regarding clarification of the Shared Governance process. (Sarah Skeen of Human Resources has taken over the facilitation of Shared Governance, replacing Cathy Hatfield who has retired.) At the Shared Governance process meeting, an overview of the current governance structure and proposed changes were discussed. Judy, Cathy, and Patti will follow up as developments arise.

3) Policy 5.06 Degree Program Requirements Proposed Revisions

Patti Allen and Jennifer Nardone, Co-Chairs of the Academic Rules and Policies Committee, met with Laurie Johns, Director of Curriculum Management, to discuss proposed revisions to Policy 5.06 – Degree Program Requirements as the policy relates to Individual Plans of Study. These individual plans of study are essentially a “design-your-own-major” that combines programs of study. The next step for the Academic Rules and Policies committee to draft a Procedure for waiver of COLS 1100 in these situations, where appropriate.

#3 Motion: Ben Pugno moved to approve the proposed revisions to Policy 5.06, and was seconded by Amy Ng. *The motion passed unanimously, with no abstentions.*

#3 Action: The Faculty Fellow for Academic Council will forward Academic Council’s motion to the Senior Vice President for Academic Affairs and to the Human Resources Shared Governance liaison.

4) College Credit Plus Procedures (Procedure 5-XX[X])

The College forwarded to the Faculty Fellow for Academic Council their proposed revisions to the new Policy proposed by the Academic Council Dual Enrollment Committee on College Credit Plus Administration (Procedure 5-XX(X)). Since that issue is currently under contract negotiations between the College and CSEA, consideration of those proposals was tabled until the contract is finalized.

5) Proposed New Academic Council Committee: Diversity

Judy A. noted that a confrontational alt-right group “The Official Street Preachers” demonstrated on campus on 9/15/17 and many students who witnessed the group were upset and wanted to respond to them. Many faculty witnessed the demonstration or heard about it later from their colleagues and students, and were concerned not just with their students’ safety on that day but with providing students an ongoing safe space in the classroom and at the College overall to discuss these types of issues. Judy learned that the College’s formal response excluded faculty: a workshop lead by the Police Department held within a week inviting only staff and administration.

To ensure faculty input on these types of issues, Judy proposed a new Academic Council committee dedicated to issues of diversity. Crystal Clark suggested the title “Diversity and Inclusion”.

#5 Motion: Cathy Ritterbusch moved to proceed with the creation of a new Committee entitled Diversity and Inclusion. Amy DiBlasi seconded; The motion to develop a new Academic Council Committee entitled “Diversity and Inclusion” passed unanimously with no absentions.

#5 Action: The Faculty Fellow will investigate necessary steps for new Committee formation and report back to Academic Council in coming weeks.

6) Open Educational Resources Faculty Committee

Tracy Koski and Ann Palazzo attended the first meeting of this committee which occurred on 9/21/17. The Committee discussed different uses of OER’s and the College’s potential direction regarding their use. Academic Council members reiterated that faculty need to retain ultimate authority regarding classroom resources. Bookstore and Textbook Adoption processes are currently set forth in Policy 9-05 and Procedure 9-05(B). The OER Committee is working on a clearer definition of what constitutes OER and members will keep the Council updated.

7) Committee Membership Update Request; Spring/Summer 2017 Reporting Reminder

Judy A. circulated a list of current committee membership and requested that Co-Chairs review the list to verify membership and to identify any open member or co-chair positions. Council discussed an open invitation and holding an election in spring. Chair reiterated request for Co-Chairs with outstanding Spring/Summer 2017 reports to check the Academic Council Blackboard community to see if their report has been posted and if not, submit the report to Judy A. as soon as possible.

8) Other Business

- A. **Faculty Observation Report Update:** Tracy Koski reported that the Instructional Success Committee has drafted a new Faculty Observation Report form for seated classes. Co-Chairs decided that the Promotion and Tenure Committee should conduct a review, and following any changes as a result of that input, Instructional Success will provide the Faculty Fellow with a copy of the new Faculty Observation Report to circulate to all Council members for discussion at next meeting.
- B. **Student Evaluation Update:** Ann Palazzo reported that the vender has been selected, EvaluationKit, and Spring 2017 may be the timing of the pilot run for the new evaluations. The standing faculty work group dedicated to discussing the use of the evaluations (who they are shared with, how data can be used, etc.) will continue to meet with the goal of establishing some parameters in time for Spring 2017 implementation of the evaluations.
- C. **Employee Website Evaluation Request:** Holly Finnegan reported that she received a request to comment on the faculty section of the revised “employee facing” College website.

#8(C) Action: Faculty Fellow will forward to the link to the revised website to Co-Chairs who are then free to forward to their committee membership or other faculty as they see fit. All comments should be emailed to Judy A. by October 5, and she will forward them to Marketing and Communications.

- D. **Assessment Reports:** Adele Wright reminded everyone that Assessment reports were due 9/15/17 and requested if not already done that they be completed as soon as possible.
- E. **Professional Development Funding:** Melissa Logue reported that her department Chair and possibly others have been telling faculty that Professional Development funding is no longer going through the Chairs, when in fact the funds have been released to the Chairs for distribution. Until the new faculty contract is finalized, procedures used in the past should continue to be followed.

Meeting adjourned at 12:00 P.M.

Minutes Prepared by: Cathy Ritterbusch