

Council for Academic Issues

September 27, 2017

Wales 203B

Minutes

Attendance

Minhyung Park, Carla Michalak, Henry Bartlett, Mary Seel, Joyce Prindle, Brian Loy, Kristen Yetter, Denise Abrams, Diane Kelly, Tairi Mead, David Brown, Joseph Julian, Rey Wojdat, Susan Seibold-Simpson, Timmy Bremer, Scott Kavulich, Lisa Hughes, Stephanie Malmberg, Dawn Kutz, Amy Brandt, Beth Mollen, Francis Battisti, Charles Petrolowicz

Members Excused

Members Absent

Cameron Terenzetti, Mark Ryan, Jason DeTrani, Susan George

Guests

Christen Baumbach, Cheryl Smith, Kristin Dempsey, Carol Ross, Rachael Hagerman, Dani Berchtold

I. Call to Order

Call to order at 3:04 p.m.

II. Establishment of Quorum/Approval of Alternates

Quorum was established

III. Adoption of Agenda

Adopted and approved

IV. Approval of Minutes—September 13, 2017

Minutes approved

V. Announcements/Correspondence/Reminders

Retroactive withdrawal will be coming up for next week for consideration

Micro-credentialing will also be discussed next week

Information will be going out to CAI by email

VI. Report of EVP/CAO

Francis Battisti/Danielle Berchtold

Micro-credentialing is an issue, provost is behind this initiative

Heather Darrow, lead on StarFish, has accepted another position

Looking for a faculty member to be on the core team for achieving success
New positions being put forward next week
Response for Middle States is going in tomorrow, great work done by many, in good shape
More needs to be done on assessment, it is essential to be successful and to maintain quality
Meeting with divisions about different concerns along with Wells and Sullivan
Information is forth coming on spring registration
Work continues on developing methods for program evaluation and assessment
Early registration will continue for spring semester, close of applications will take place earlier than before; details are still being worked out
Enrollment staying ahead of last year so far
Seems like SED is requiring more and more information from us, has been going on a while and this is being looked at closely, they are looking at syllabi and assignments etc. Would be surprised if other colleges are having all courses taught the same way
There is going to be an assessment of shared governance, a concern raised about the assessment tool being valid, will be developed by a shared governance committee

VII. Old Business

CAI Continuing Ed Committee is trying to set a meeting time in the very near future

VIII. New Business

Five nominees put forth for the adjunct award for excellence in teaching, putting together a committee to help with this. Rachael Hagerman, Jason Detroni, and Diane Kelly have agreed to serve on the Adjunct Chancellor's award Committee.
Issue with teaching courses on the weekend, no computer support, should be referred to COI
No help desk support for evening weekend
No CSR access for off-campus courses
Student government had election last week, two new members, and total of 8 senators

IX. Assessment of Shared Governance

Giovanni is attending the second SUNY voices to obtain information on SG assessment
Will be looking for people to be on this assessment committee
Rey Wojdat volunteered to be on the assessment committee, Rachel Hagerman also volunteered to be on this committee along with Scott Kavulich, and Denise Abrams, so there are four at this point

X. Reports from Committees/Working Groups/Chairperson Report/Updates

Textbook Committee

Cheryl Smith from the FSA (Faculty Student Association) and several others are guests here today to speak to the textbook issues
Bookstore worker gave wrong textbooks and the bookstore would not refund because the refund time had passed, these students had to purchase another textbook
Issues with customer service at the bookstore
Bookstore is not ordering enough textbooks upfront to meet the needs
This issue is across the board over several courses, not just one or two courses
The phone was not answered at the bookstore and emails were not returned until the following week, orders were lost, it was busy, lines were out the door

We have been let down by Follett, they need to tighten up and follow through
Textbook request to bookstore was last April and some instructors have not put in a request
Another issue, students say there are no books but instructors went to bookstore and took
pictures of books, in some cases students were not telling the truth
Student said they have no money for books, but this student purchased a pair of headphones for
\$100

High number of instructors requesting custom books, from a textbook committee standpoint this
may not be the best option, no return value, etc.

Overarching problem, system requires contact with six people just to order a textbook which
creates situation for more mistakes

No consistent person in some departments to handle textbook ordering

New system, go from Follett to instructor back to Follett

Between fall of 2016 and fall of 2017 there were many fewer issues

Suggestions from Textbook Committee were implemented by bookstore which helped

Direct line of communication specific between faculty and bookstore, email and phone line

An online ordering system would be much better

Recommend an Ad Hoc committee to hash out a process that addresses book ordering, inventory,
etc.

Textbook Committee could do this with additional members, some working group

Main charge of textbook committee from Dr. Battisti is to explore OER, they would prefer that a
work group be formed to handle these textbook issues

Much discussion about textbook issues and working group was created, charged to come up with
better procedure for ordering textbooks, how many, how to order, etc. to work with Follett and
CAI to develop working solutions/policies

Adoption request forms coming next week with option to sign up and put order in online

Dr. Ross will convene the working committee on textbook ordering procedures. The committee
includes: David Brown, Lisa Hughes, Rachael Hagerman, Kristin Dempsey, Stephanie
Malmberg, Dawn Kutz, and Mary Seel.

XI. Adjournment

Meeting adjourned at 4:16 p.m.

Respectfully submitted,

Henry Bartlett

Issues/Concerns	Referred To:
Weekend Evening Help Desk Support	COI