

Council for Academic Issues

November 15, 2017

Wales 203B

Minutes

Attendance: Carla Michalak, Henry Bartlett, Mary Seel, Joyce Prindle, Brian Loy, Denise Abrams, Diane Kelly, Tairi Mead, David Brown, Joseph Julian, Jason DeTrani, Rey Wojdat, Susan Seibold-Simpson, Timmy Bremer, Lisa Hughes, Stephanie Malmberg, Dawn Kutz, Amy Brandt, Beth Mollen, Francis Battisti, Carine Surdey, Charles Petrolowicz

Members excused: Scott Kavulich

Members absent: Minhyung Park, Mark Ryan, Kristen Yetter

Guests: Dani Berchtold, Rachael Hagerman, Sesime Adanu, Marty Guzzi

I. Call to Order: 3:07

II. Establishment of Quorum/Approval of Alternates

Quorum established.

III. Adoption of Agenda

Adopted and approved

IV. Approval of Minutes – November 1, 2017

Approved

V. Announcements/Correspondence/Reminders

a) Communication from CDC -- Responses from Dr. Battisti to CDC concerns were passed out.

1. 10/24/17 Communication about Policy and Procedure: Communication --Need one source for all policies. Some conflicts in policies and forms and practice. Need easy way to find policies. Regular assessment process would have helped discover problems. Chairs (CDC) will review items in their purview. All policies and procedures need alignment and review.

Motion from Rey Wojdat: Joint members of CDC and CAI shall be the reporting group of CDC's findings about policies and procedures review.

Second:

Vote: 17 in favor.

2) Communication # 1 -- Marty explained why there were issues with spring class schedule in first proof tally sent on Friday. It had **all** active, cancelled, etc. classes. Second tally with just active sections was sent out Monday but some active sections still were cancelled in second tally, mostly low enrolled labs, apparently. No one knows why. Dr. Battisti said no one ordered low classes to be cancelled. New parameters were used this time and some departments use their own parameters, so maybe that was problem. Initial scheduling tally for each term should be based on what was offered initially at the beginning of the previous term, not what eventually ran. This changes each semester.

3) Communication # 2 -- We need a clearly delineated audit protocol. Questions: Are auditing students supported fully (lab, material etc.) and counted as FTEs? Should lab fees be charged? Another issue is that failing students move to audited status sometimes to avoid an F. We should have policies about student failures and audits AND about auditing student who are doing well in a course who want to convert from auditing to graded status.

Motion from Rey Wojdat: Accept changes suggested in "added language for discussion" about audits from CDC 11/7/17 Formal Communication #2

Second: Jason Detrani

Vote: 16 in favor.

4) Communication #3 -- Human Resources policies should be available in written form. Hiring policies not written down anywhere. Need to outline in writing PAR and other hiring processes.

Motion from Diane Kelly: There need to be written procedures for all hiring practices not currently articulated by existing contracts once an employee has been identified.

Second: Rey Wojdat

Vote: 15 in favor.

b) Diane Kelly announcement: 12/9 – Third Annual Health for Haiti Bowling Fundraiser. Please support.

VI. Report of EVP/CAO

Francis Battisti/Danielle Berchtold

a) We got \$235,000 for Performance Improvement Fund Grant –"Implement Integrated Planning and Advising (iPASS) initiatives.

b) We are moving forward on plant sciences articulation with Cornell.

VII. Old Business

Math wants Student Assembly to be consulted about IncludEd since there is cost to students. Denise Abrams will take to CA.

VIII. New Business

a) Implementation of the Strategic Plan – Sesime Adanu, Ph.D. Dean of Institutional Effectiveness and Enrollment Planning

PowerPoint presentation:

How to find Plan

How to get Faculty involved

Assessment linked to Strategic Plan

Plan implementation framework

Implementation Schedule

Outcome Assessment Template

Sample Curriculum Map

Resources and Support

b) Nomination for Chair Elect

i. Nominations open until December 1st

ii. Election during our last meeting Dec 13th.

All CAI members will receive email about the election next week.

IX. Assessment of Shared Governance

Work group in beginning stages of data collection and rubric development.

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

a) Catalog Committee

i. Archiving Catalog Recommendation – request endorsement

Vote: 15 in favor.

XI. Adjournment: 4:35 PM.