Council for Academic Issues
Meeting Minutes
Wednesday, April 13, 2022 – 3:00 PM to 4:30 PM
ZOOM Link - https://zoom.us/j/98960119640

College Vision: Learning today, transforming tomorrow.
College Mission: SUNY Broome Community College supports all members of the
learning community by creating access to inclusive, diverse educational experiences. Success is achieved through the provision of innovative academics, transformative student support, and meaningful civic and community engagement.
Values: INQUIRY, RESPECT, INTEGRITY, TRUST, EQUITY
Purpose of CAI: The Council for Academic Issues is the body that makes recommendations directly to the College Assembly or the President relative to academic issues, policies, and standards as well as aspects of student life that relate to the educational process. Its scope and sphere of influence will be articulated in its standing/ad hoc committee structure and, as such, will have final recommending responsibilities and influence in the areas of activity central to the interests of the faculty and the academic program(s) of the College. In addition, the CAI will provide a forum for the consideration of other general academic matters of interest to the College community or academic issues affecting the institution.
Website: https://www2.sunybroome.edu/shared-governance/
Officers: Andrea Roma, CAI Chair · Dr. Andrew Haggerty, Chair-Elect · Richard Martin, Recording Secretary · VACANT, Parliamentarian

I.   **Call to Order** - _____3:02___ PM

II.   **Establishment of Quorum** (min. 13 voting members)
   a.   Approval of alternates – Name in Zoom chat & CAI member representing
        1st motion:_____2nd motion:_____In favor: _____
   b.   Guests – Name in Zoom Chat

III.   **Adoption of Agenda**
   a.   List changes (if applicable)
        1st motion:_____2nd motion:_____In favor: _____

IV.   **Approval of Minutes** – Wednesday, March 16, 2022
   a.   List changes (if applicable)
   b.   Minutes will include Zoom Chat and will appear after the meeting minutes
        1st motion:_____2nd motion:_____In favor: _____

V.   **Report from CAI Chair -** Andrea Roma
        i.   College Assembly minutes from 3/14/2022 meeting - Attachment

VI.   **Report from VP of Academic Affairs** – Dr. Penny A. Haynes
        -Erin Frye won an award for CC instruction. Congratulations!

VII.   **Report from Student Assembly (SA)** – Antonia McCormack, VP of Academic Affairs

        -    Things from last meeting went well. Planning "spring fling" which is not a dance. Plan to rename it to avoid confusion.

VIII. Report of Committees

    a. Academic Grievance Committee (AGC) - Andrea Roma, Timmy Bremer & Tim Skinner

        i. No grievances at this time

    b. SUNY Awards Selection Committee – Have concluded for this year

    c. Faculty Council of Community Colleges (FCCC) – Dr. Mary Donnelly

- chancellor's search doing well. Inclusive group involved.
- DEI/SJ courses. What is taught? How is it assessed? Standardize assessment? (*I was still getting connected here and may have missed context*)
- New gen Ed implementation has to go through SG.
- "student mobility steering committee" trying to fix broken pathways. We feel like we did our part 5 years ago getting down to correct credit counts and such, 4 year schools have not done their part meeting us in the middle. Students too frequently have to duplicate coursework.
- SUNY trying to stop holding credits back if people owe small amounts of money. (i.e. library fine or parking ticket)
- Encouraging micro-credentials. We have a lot of ground to make up.
- SUNY has $15.6 million to support child care services.
- SUNY working to increase recruitment and do "system level marketing". Currently 370000 SUNY students, goal is to have 500000 by 2030. Not clear if that would affect us at all, or just 4 year schools.
- TAP changes coming. Governor's budget in process, it will close the gap to make TAP more available for part time and incarcerated students. Increasing income cap, and making TAP available for workplace credentials.
- Governor's budget looks to be good for colleges. Uses "floor funding". Senate wants to keep FTE system but wants to increase the FTE amount. Either is good for us.
- Group looking at affects of covid on SG. Focusing on funding on education vs. administration.
- New gen ed standards may mean restructuring campus ILOs.
- Issues with decisions on transfer credits. When a course is not taken that is not kept on record, so we only see what is taken. Evidence ends up anecdotal. There is an appeal process that we can appeal on behalf of our transfer students.
- CUNY not doing as well as we are. 3% budget cut across the board. Same issues in enrollment. Food for thought: is our enrollment decline partly due to making developmental classes harder to take? We may be handicapping students by cutting dev courses but keeping open enrollment.
- Encourage joining "Lumen circles" pertaining to OER choices.
- Carla: Seen the transfer issue with Geneseo. Wouldn't take a Gen Ed. Student had more than 60 credits so they got to decide what to leave out. Also interesting to think about the dev courses issue. Should we be offering more?

IX. Standing Order of Business

    a. Old Business

        i. Restructure of the College

        ii. Shared Governance Assessment

            1. SG Structure Evaluation Workgroup will meet soon. Next meeting they will discuss Faculty senate idea.

                -Carla: hearing rumors that dorms could be rented out as office space, Science building used for nursing dept?

                -Dr. Haynes: Science building thought no longer being a possibility. Some of dorm housing space could be used for offices. Just being looked at as a possibility. Depends on how the housing goes. Ideal would be housing fills by students.

                -Carla: does the looking to expand nursing mean they want to increase the number of students? Dr. Haynes: yes that is the plan. Dr. Snyder: We did just receive a nursing grant to buy equipment and look at curriculum to help with expanding. How much we expand depends on some things. Maybe 12 students per year, small incremental

iii. CAI Membership Elections

1. April 1 – Nominee(s) accept deadline
2. After April 1 – Voting of new members
3. Terms ending 8/31/22:
   a. Full-Time Instructional Liberal Arts (2) – M. Stanton & D. Chirico
   b. Full-Time Instructional Faculty BPS (1) – E. Frye
   c. Full-Time Instructional Faculty STEM (1) – R. Martin
   d. Department Chair (STEM) – T. Bremer (second term)
   e. Classified (1) – Vacant
   f. At Large (1) – G. Chase
   g. Parliamentarian (1) – Vacant – not voted in/not current member of CAI
   h. Secretary (1) – current member of CAI

b. New Business

i. Draft Revisions to the Institutional Learning Outcomes (ILOs) in regards to the new Gen Ed Requirements per SUNY (PDF Attachment)

- (Brenda/Lee) : Our campus is really in great shape for this. We have been ahead on what is going to need to be done.
- Courses going through gen ed with updates furiously, but ILOs have not been updated.
- Discussed slideshow explaining ILOs and updates to said ILOs. (streamlined version of the presentation in Broome Zoom)
- New gen ed requirements: 4 categories/ 2 competencies. Idea is to make these our 6 ILOs going forward.
- Proposed ILOs generally just use language from SUNY.
- ILO1: Diversity, Equity, Inclusion & racial and social justice. Includes an extra bullet point over SUNY that is our current ILO7.
- ILO2: Critical Thinking
- ILO6: Information Literacy
- Timmy: reflecting on 4th bullet in ILO1, we didn't have context of first 3 bullets. Argument can be made to keep 4th bullet, since it is specific to our country whereas the first 3 do not.
- There was more discussion about ILO1. Specifically talking about what is "enough" in a course to sufficiently cover the ILO.
- Andrew: These conversations have been going on in faculty for a while but is just reaching SG. This is an issue with our SG system. This stuff is clearly "academic issues" but it reached us at a late juncture. A lot is falling on a relatively small committee. There could be more feedback if we were involved earlier on.
- Brenda: I'm not sure we could have gotten here any faster. We're really ahead of the game. Andrew: not about speed, just about when in the process.
- Dr. Mclain: when we determined the measurable statements for or ILOs that went across campus before SG for feedback and everything. In this case, the committee immediately got to work to try to make sure faculty is not impacted. At this time we have proposed ILOs, we have starting point for this now and can now take in feedback. Revision is possible. This was extremely well done.
- **Looking for endorsement at next meeting after talking to constituents.**

X.   Adjournment -   4:25   PM

1st motion: Carla 2nd motion: Tim In favor: All

ADDITIONAL INFORMATION:

CAI 2021-2022 Membership Vacancies – Article IV.1. of CAI Bylaws
- Parliamentarian (1)
- Classified Service (1)

NEXT CAI Meeting: Wednesday, April 27, 2022 -
https://zoom.us/j/93008002434

Council for Academic Issues 2021-2022 Action & Results:

Meeting Date:	Issues / Concerns:	Referred To:	Agenda Section:
3/30/22	Discussed the WE attribute and a group of instructors from various departments are coordinating an effort to discuss writing emphasis in the classroom, etc.	N/A	IX.a.iv.
3/14/22	CAI endorses the DRAFT Proposed Standards for Academic Progress Policy w/ approval of added language concerning competitive admission programs. Memo emailed 3/17/22 to G. Chase, L. Hodel, M. Guzzi & P. Haynes	Asst. Dean of Academic Serv.	IX.a.iii.1.
3/2/22	Reminder and review of open positions within CAI – nominations are due 3/15/22	CAI Members	IX.a.iv.
3/2/22	Review constituent feedback RE Draft Standards for Academic Progress Policy will vote RE endorsement at CAI 3-16-22 mtg – G. Chase/M. Guzzi/L. Hodel offered to attend Division/Dept/Any mtg for review and discussion of draft policy	CAI Members	IX.a.iii.
2/9/22	Review of the Draft Standards for Academic Progress Policy – CAI members reach out to constituents RE feedback and questions be ready to share at the 3/2/22 CAI mtg	CAI Members	IX.b.ii.
2/9/22	OER Student Survey informational presentation by Paul Bond	N/A	IX.b.i.
12/15/21	Discussed ways to promote the in-person Convocation Day on April 12, 2022 – CAI Members please spread the word to constituents and students	CAI Members	IX.b.i.
12/15/21	Voting for Chair-Elect 2022-2023/2023-2024 – Congrats to Dr. Andrew Haggerty	CA Secretary	IX.a.iii.
12/15/21	Presentation by Wayne Beach, the Follett Regional Manager	N/A	VII.a.
12/1/21	Discussed further feedback regarding the proposed Distance Learning Course Review Policy	VPAA	IX.b.i.
11/17/21	Discussed Transfer of 999 courses – see meeting minutes for information	N/A	IX.b.i.
11/3/21	Contacted HR RE questions to the Remote Work Policy/Procedure	HR	IX.b.1.

11/3/21	CAI voted to update the CAI bylaws to reflect the two-year chair term. Minutes sent to the SG Secretary to update the bylaws.	SG Secretary	IX.a.iv.
11/3/21	CAI vote to not endorse the Distance Learning Course Review Policy – 2(Endorse) – 7(Not Endorse) – 3(Abstain) – Memo sent to DLSC 11/16/21 notifying them of the information	MEMO to DLSC	IX.a.iii.2.
10/20/21	CAI discussed the final exams concern and suggested the dept/faculty use text under their course in the schedule to let students know final exam might be done outside of regular class meetings.	CAI Rep & Constituent	IX.b.iv.
10/20/21	CAI voted to open CAI by-laws to include changes RE the chair terms from one to two years. Will vote for approval of language at CAI mtg 11/3/21.	CAI	IX.b.ii.
10/20/21	CAI discussed a faculty concern about processes aligning in General Education Committee & Curriculum Committee as dates overlap one another causing the process to take longer. Reached out to Gen Ed Chair and they are working with Curr Comm on solution.	N/A	IX.b.i.1.
10/20/21	CAI endorsed the proposed Change of Program Policy dated 10/13/21.	VPAA	IX.a.iv.3.
10/20/21	CAI endorsed FCCC Resolution to the General Education Implementation Timeline.	FCCC	VIII.b.i.
10/20/21	CAI voted to accept changes made by AG workgroup in response to legal questions.	VPAA	VIII.a.ii.
10/6/21	Statement from CAI to combat COVID vaccine misinformation sent to VP of Student Dev and CDO	VPSD/CDO	IX.a.v.
9/13/21	Proposed DRAFT of Distance Learning Course Review Policy and Proposed Change of Program Policy – CAI members reach out to constituents for feedback	CAI Members	IX.b.ii.
9/13/21	Sent a transmittal to the Distance Learning Steering Committee in regards to Recording of classes	DLSC	IX.a.vii.1.
9/13/21	Updated the Recomm from the SG Assessment Group FINAL to SG Assessment Response Plan	SG	IX.a.ii.
9/13/21	Removed Textbook/Bookstore from agenda – no issues or concerns	N/A	IX.a.iii.
9/13/21	Removed Course Substitutions & Waiver Workgroup item – recommendation coming along will be send to CAI when ready	N/A	IX.a.vi.
9/13/21	Removed the Middle States section under Report of Committees	N/A	VIII.c.

Role	Name		
Student Assembly; *VP of Academic Affairs:*	Antonia McCormack	(Votes)	X
Student Assembly;	(Vacant)	(Votes)	
FT Instructional Faculty (Liberal Arts):	Myriam Stanton	(Votes)	X
FT Instructional Faculty (Liberal Arts):	Dave Chirico	(Votes)	
FT Instructional Faculty (Liberal Arts); *Chair-elect:*	Andrew Haggerty	(Votes)	X
FT Instructional Faculty (Liberal Arts):	Carla Michalak	(Votes)	X
FT Instructional Faculty (BPS):	Denise Wells	(Votes)	X
FT Instructional Faculty (BPS):	Erin Frye	(Votes)	X
FT Instructional Faculty (Health Sciences):	Denisa Talovic	(Votes)	X
FT Instructional Faculty (Health Sciences):	Kristin Hofer	(Votes)	X
FT Instructional Faculty (STEM); *Recording Secretary:*	Richard Martin	(Votes)	X
FT Instructional Faculty (STEM):	Jen Musa	(Votes)	X
Adjunct Faculty:	Lisa Antalek	(Votes)	
Adjunct Faculty:	Robert Becker	(Votes)	excused
Dept. Chair (Liberal Arts):	Tim Skinner	(Votes)	X
Dept. Chair (Business & Professional Services):	Gian Roma	(Votes)	X
Dept. Chair (Health Sciences)*:*	Tina Seedborg	(Votes)	X
Dept. Chair (STEM)	Timmy Bremer	(Votes)	X
FT Non-Inst Faculty; *CAI Chair: (non-voting as Chair unless tie)*	Andrea Roma	(Votes)	X
FT Non-Instructional Faculty:	Sarah Belancsik	(Votes)	excused
Staff Associate:	Erika Olenik	(Votes)	X
Classified Service:	(Vacant)	(Votes)	
At Large:	Gina Chase	(Votes)	excused
Division Dean:	Michele Snyder	(Votes)	X
Division Dean:	Jeff Anderson	(Votes)	X
President's Taskforce on Diversity & Inclusion (PTODI):	Scott Corley	(Votes)	X
VP for Academic Affairs:	Penny Haynes	(Non-voting)	X
Dean of Institutional Effectiveness and Enrollment Planning	Kim McLain	(Non-voting)	X
Distance Learning Steering Committee	Stephanie Malmberg	(Non-voting)	X
FCCC Delegate:	Mary Donnelly	(Non-voting)	X
Parliamentarian:	(Vacant)	(Non-voting)	

Guest: Erin Marulli	Guest: Brenda Dawe
Guest: Marty Guzzi	Guest: Michael Stamets
Guest: Lee Heron	Guest: Karyn Moyer
Guest: Brittney Richardson	Guest:

Zoom chat:

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15:00:35 From  Andrea Roma - SUNY Broome  to  Everyone:
      Guests - please put your name in the chat. Thank you.
15:00:45 From  Brittney Richardson  to  Everyone:
      Brittney Richardson, guest
15:02:45 From  Brenda Dawe  to  Everyone:
      Brenda Dawe, guest
15:02:58 From  Andrea Roma - SUNY Broome  to  Everyone:
      Guests - please put your name in the chat. Thank you.
15:04:25 From  Erin Marulli  to  Everyone:
      Erin Marulli, Guest
15:05:08 From  Marty Guzzi  to  Everyone:
      Marty Guzzi, guest
15:06:06 From  Stephanie Malmberg, Ph.D. SUNY Broome  to  Everyone:
      She is on her way; we had a meeting run late
15:06:39 From  Andrea Roma - SUNY Broome  to  Everyone:
      Guests - please put your name in the chat. Thank you.
15:07:25 From  D. Lee Heron  to  Everyone:
      Guest - Lee Heron
15:30:58 From  scott  to  Everyone:
      Mary, Were you about to mention a comment or update about the DEI / RJ
requirement?
15:33:28 From  Jen Musa  to  Everyone:
      Thanks for all of the information, Mary.
15:33:51 From  Mary Donnelly  to  Everyone:
      You're welcome!
15:34:06 From  Kimberly B Mclain SUNY Broome Community College  to  Everyone:
      Awesome, Erin!! Congratulations!!!
15:34:11 From  Timothy Skinner  to  Everyone:
      Congrats, Erin!
15:34:24 From  Erin Frye  to  Everyone:
      Thank you!
15:34:25 From  Antonia Mccormack  to  Everyone:
      Congratulations!
15:50:07 From  scott  to  Everyone:
      So, is it now possible for the language in the 4th bullet point to be removed?
15:50:30 From  scott  to  Everyone:
      decided how and by whom?
15:52:10 From  seedborgtm  to  Everyone:
      Does the course need to be 3 credits?
15:53:50 From  Mary Donnelly  to  Everyone:
      The concern is that other forms of diversity are excluded?
15:54:57 From  Mary Donnelly  to  Everyone:
      Doesn't music have a course on music of the African diaspora?
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15:55:33 From scott to Everyone:
    And does an African Music Diaspora course give "enough" attention to racism?
16:01:56 From Erika Olenik to Everyone:
    is it expected that DEI courses will meet that fourth ILO? If not, then will programs need to add two courses, rather one, to their revisions in order to fulfill this ILO?
16:02:49 From Karyn Moyer to Everyone:
    Erika,
16:04:10 From Karyn Moyer to Everyone:
    If the campus decides to keep the 4th bullet point as proposed, then you are correct. A course that meets SUNY Gen Ed for DEI, but a program using that course for DEI would also then need an additional course to meet the ILO.
16:04:53 From scott to Everyone:
    For what its worth, DEI does not automatically address SJ (or RJ), so I'd say its a reasonable expectation, but not a requirement.
16:05:08 From Erika Olenik to Everyone:
    Thanks, Karyn. That will be a lot for several programs.
16:11:37 From scott to Everyone:
    Perhaps not appropriate to discuss here, but it seems based on the last few comments many seem to be conflating DEI with SJ and RJ. This is the conversation that I think no one seems to have promoted yet.
16:14:58 From Mary Donnelly to Everyone:
    Right, Karyn. I did mention that our terminology here is different than SUNY's
16:15:14 From Mary Donnelly to Everyone:
    so you are exactly right
16:16:18 From Mary Donnelly to Everyone:
    Scott, are you saying that this needs to be more than one ILO?
16:17:46 From scott to Everyone:
    No. At risk of oversimplification - the language in ILO 4, (per, what seems to have been previously agreed to) is fine.