



**Council for Academic Issues  
Meeting Minutes  
Wednesday, May 11, 2022 – 3:00 PM to 4:30 PM  
ZOOM Link -  
<https://us05web.zoom.us/j/81625528237?pwd=UnlSV2F0TmlTR3hDYmU0Zlc4RFNPdz09>**

**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:** Dr. Andrew Haggerty, Chair · Richard Martin, Recording Secretary · VACANT, Parliamentarian

- I. **Call to Order** - \_\_\_\_\_ PM
  
- II. **Establishment of Quorum** (min. 13 voting members)
  - a. Approval of alternates – Name in Zoom chat & CAI member representing  
1<sup>st</sup> motion: \_\_\_\_\_ 2<sup>nd</sup> motion: \_\_\_\_\_ In favor: \_\_\_\_\_
  - b. Guests – Name in Zoom Chat
  
- III. **Adoption of Agenda**
  - a. List changes (if applicable)  
1<sup>st</sup> motion: \_\_\_\_\_ 2<sup>nd</sup> motion: \_\_\_\_\_ In favor: all \_\_\_\_\_
  
- IV. **Approval of Minutes** – Wednesday, 11 May 2022
  - a. List changes (if applicable)
  - b. Minutes will include Zoom Chat and will appear after the meeting minutes  
1<sup>st</sup> motion: \_\_\_\_\_ 2<sup>nd</sup> motion: \_\_\_\_\_ In favor: \_\_\_\_\_
  
- V. **Report from CAI Chair** – Andrew Haggerty
  - i. College Assembly minutes from 8/28/2022 meeting – pending
  - ii. CAI membership updates
  - iii. Zoom weirdness
  - iv. Consideration of proposed changes to CAI – more focus on teaching and learning?
  - v. Meeting regularity and schedule
  
- VI. **Report from VP of Academic Affairs** – Dr. Penny A. Kelly



- VII. Report from Student Assembly (SA)** – Antonia McCormack, VP of Academic Affairs  
Report of Committees
- a. Academic Grievance Committee (AGC)** – Andrew Haggerty, CAI SWASHBUCKLING MEMBER X, & Tim Skinner
    - i.** One pending grievance
  - b. SUNY Awards Selection Committee** – Please stay tuned for updates
  - c. Faculty Council of Community Colleges (FCCC)** – Dr. Mary Donnelly

**VIII. Standing Order of Business**

**a. Old Business**

- i. Restructure of the College** – Chair query, do we need this? Chair proposes changing this to “Teaching and Learning Issues”
- ii. Shared Governance Assessment**
  - 1.** SG Structure Evaluation Workgroup: updates
- iii. CAI Membership Vacancies for 2022-2023**
  - 1.** Vacant Positions (even after elections):
    - a.** Full-Time Instructional Liberal Arts (1)
    - b.** Classified (1)
    - c.** Parliamentarian (1) not voted in/not current member of CAI
    - d.** Secretary (1) – current member of CAI

**b. New Business**

- i. Fall 2022 CAI Meeting Dates** (Chair will update)
- ii. Erin Marullii** – Starfish updates
- iii. Mary Seel** – Writing across the Curriculum

**IX. Adjournment - : \_\_\_\_\_ PM**

1<sup>st</sup> motion: \_\_\_\_\_ 2<sup>nd</sup> motion: \_\_\_\_\_ In favor: \_\_\_\_\_

**NEXT CAI Meeting: Wednesday, September 14 from 3:00 PM – 4:30 PM – W203B**



Council for Academic Issues 2021-2022 Action & Results:

Meeting Date:	Issues / Concerns:	Referred To:	Agenda Section:
4/27/22	CAI endorses the Draft Revisions to the Institutional Learning Outcomes (ILOs) in regards to the new Gen Ed Requirements per SUNY	Gen Ed Comm	IX.a.iv.
4/13/22	Presentation by B. Dawe, General Education Committee, RE Draft Revisions to the Institutional Learning Outcomes (ILOs) in regards to the new Gen Ed Requirements per SUNY – obtain constituent feedback/questions – possibly vote RE endorsement at 4/27/22 mtg	CAI Members	IX.b.i.
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.

# SHARED Governance

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.

## Council for Academic Issues Membership 2021-2022 Rev. 10/20/21

<b>Council for Academic Issues Membership/Attendance (13 = quorum)</b>		
Student Assembly	(Vacant)	(Votes)
Student Assembly	(Vacant)	(Votes)
FT Instructional Faculty (Liberal Arts):	(Vacant)	(Votes)
FT Instructional Faculty (Liberal Arts):	Mary Donnelly	(Votes)
FT Instructional Faculty (Liberal Arts); <i>CAI Chair</i> :	Andrew Haggerty	(Votes)
FT Instructional Faculty (Liberal Arts):	Carla Michalak	(Votes)
FT Instruct. Faculty (BPS):	Denise Wells	(Votes)
FT Inst Faculty BPS	Colleen Regan	(Votes)
FT Instructional Faculty (Health Sciences):	Denisa Talovic	(Votes)

# SHARED Governance

FT Instructional Faculty (Health Sciences):	Kristin Hofer	(Votes)
	Christopher Kushner	(Votes)
FT Instructional Faculty (STEM):	Jen Musa	(Votes)
FT Instructional Faculty (STEM):	Lisa Antalek	(Votes)
Adjunct Faculty:	Robert Becker	(Votes)
Adjunct Faculty:	Tim Skinner	(Votes)
Dept. Chair (Liberal Arts):	Gian Roma	(Votes)
Dept. Chair (Business & Professional Services):	Tina Seedborg	(Votes)
Dept. Chair (Health Sciences):	Timmy Bremer	(Votes)
Dept. Chair (STEM)	(Vacant)	(Votes)
FT Non-Inst Faculty:	Sarah Belancsik	(Votes)
FT Non-Inst Faculty:	Erika Olenik	(Votes)
Staff Associate:	(Vacant)	(Votes)
Classified Service:	Samantha Potter	(Votes)
At Large:	Michele Snyder	(Votes)
Division Dean:	Jeffrey Anderson	(Votes)
Division Dean:	Scott Corley	(Votes)
President's Taskforce on Diversity and Inclusion:		(Non-voting)
VP for Academic Affairs:	Penny Haynes	(Non-voting)
Dean of Institutional Effectiveness and Enrollment Planning:	Kim McLain	(Non-voting)
Distance Learning Steering Committee:	Carine Surdey	(Non-voting)
Parliamentarian:	(Vacant)	(Non-voting)
Guest:	Guest:	
Guest:	Guest:	
Guest:	Guest:	
Guest:	Guest:	
cc Diana Lenzo		
cc Penny DelFavero		
cc Rhoda Neal		
cc Cheryl Sullivan		