Council for Academic Issues
Meeting Agenda
Wednesday, 26 April 2023 – 3:00 PM to 4:30PM
ZOOM Link –
https://zoom.us/j/92177383658?pwd=c0wrbUxiNXlRcGsvMWd
jeHV2aTI5QT09

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 · VACANT, Recording Secretary · VACANT, Parliamentarian

I. **Call to Order** – 3:03 PM

II. **Establishment of Quorum** (min. 13 voting members)
   a. Approval of alternates – Name in Zoom chat if not present in room, & CAI member representing
      1st motion: _____ 2nd motion: _____ In favor: _____
   b. Guests – Name in Zoom Chat or please sign attendance sheet

III. **Adoption of Agenda**
   List changes (if applicable)
   1st motion Sasha L : 2nd motion Erika O: In favor: _____

IV. **Approval of Minutes** – Wednesday, 8 March 2023
   a. List changes (if applicable)
   b. Minutes will include Zoom Chat and will appear after the meeting minutes
      1st motion: Sarah B 2nd motion Samantha P In favor _____ __

V. **Report from CAI Chair –** Andrew Haggerty
   i. Final meetings Wednesday, May 10
   ii. Student evaluation of instructors committee – Faculty Association lead (also CAI Chair)
   iii. CA report – Discussion of FCCC resolutions; SG restructuring
   iv. SUNY Chancellor King 4/27/23 visit, final agenda will be distributed

VI. **Report from VP of Academic Affairs**
   a. Open House is Saturday 4/29
   b. Pathways Work Groups have done a great job, final report out soon, information will be sent out, refreshments will be provided
   c. Director of Admissions started on Monday

d. Guidance Counselor Breakfast – May 9
e. Facilities changes: Drawing and painting classrooms moving to Library, Wales to take on Admissions and Advising; Administration to be relocated, Theater renovations to come, Old Science to become a Student Union
f. Credit for Prior Learning (CPL) concept presented by Danielle Britton, policy draft will be distributed

VII. Report from Student Assembly (SA) – Sasha Lofthouse
a. Dr. Ross-Scott hosted "lunch and munch" about campus inclusivity to get feedback
b. Sasha plans to like to pull together a focus group to discuss inclusivity concerns

VIII. Report of Committees
a. **Academic Grievance Committee (AGC)**
   i. None
b. **SUNY Awards Selection Committee** – Form an ad hoc group to develop mission statement, membership, bylaws for committee under new SG model proposed; need to have something in place right at the beginning of the fall semester to efficiently address the Adjunct Awards
c. **Faculty Council of Community Colleges (FCCC)** – vote
   i. Resolution on "Inclusive Access"; Bookstore program that campuses have initiated – charging student fees directly for course materials
   ii. Resolution on "Academic Freedom" – came up at Your Voice Matters, protection of professors controlling what they teach; academic programming to show commitment (Banned Books week in October)
   CAI will support CA in supporting these resolutions

IX. Standing Order of Business

a. **Old Business**
   i. Shared Governance Assessment
      i. SG structure transition - We need to get the new SG structure established as soon as possible, because the groups do not yet have Bylaws so elections cannot be held. A transition group will need to be formed so Bylaws can be established and/or modified. A call for volunteers will be put out so that work can be accomplished over the summer. Current SG Constitution will need to be revised.
      ii. 3 body structure proposal – share with constituents to get feedback
         • Student Assembly
         • College Senate – merge CA with COI
         • Academic/Faculty Senate
   ii. Information Literacy
      i. IL Committee updates by Karyn Moyer
         • Working on Info Literacy modules in Niche academy
            • 5 modules to cover 3 student learning outcomes
            • Some will be auto-graded, other assignments will require instructor feedback
            • ENG 110 will be using Niche in the Fall 2023, but one SLO requires discipline specific tool use and so individual programs will need to address this
   iii. Attendance policy – changes are good
      i. Samantha questioned census "date" versus census "period," Marty agrees this would be a reasonable change
      ii. Vote to approve: 1st Sarah B, 2nd Gian R, In favor: 14, opposed: none, abstained: none
   iv. AI Policy.

b. New Business

    i. Information Security (Conal) – remind constituents to complete the annual training

        i. Information Security Policy

- States that we maintain information systems and the data within them
- Commitment to protect of that information
- Reporting of incidents
- Training on an annual basis

        ii. Incident Response Policy

    ii. Other

        i. Check with COI representative about Faculty being asked to wear name badges

        ii. Students are putting on a play this weekend!

        iii. Remind students to register before they leave for the summer

X. **Adjournment – 3:59 PM**

1st motion:_____2nd motion: _____

NEXT CAI Meeting: Wednesday, 10 May
https://zoom.us/j/92177383658?pwd=c0wrbUxiNXlRcGsvMWdjeHV2aTI5QT09

Council for Academic Issues Membership/Attendance (13 = quorum)

Student Assembly	Sasha Lofthouse	(Votes)	X
Student Assembly	Dani Williams	(Votes)	A
FT Instructional Faculty (Liberal Arts):	Steve Call	(Votes)	Z
FT Instructional Faculty (Liberal Arts):	Mary Donnelly	(Votes)	A
FT Instructional Faculty (Liberal Arts); *CAI Chair:*	Andrew Haggerty	(Votes)	X
FT Instructional Faculty (Liberal Arts):	Carla Michalak	(Votes)	A
FT Instruct. Faculty (BPS):	Denise Wells (Mark Ryan alt Spring 23)	(Votes)	A
FT Inst Faculty BPS	Colleen Regan	(Votes)	Z
FT Instructional Faculty (Health Sciences):		(Votes)	
FT Instructional Faculty (Health Sciences):	Kristin Hofer	(Votes)	Z
FT Instructional Faculty (STEM):	Christopher Kushner	(Votes)	X
FT Instructional Faculty (STEM):	Jen Musa	(Votes)	Exc
Adjunct Faculty:	Lisa Antalek	(Votes)	Abs
Adjunct Faculty:	Robert Becker	(Votes)	Abs
Dept. Chair (Liberal Arts):	Tim Skinner	(Votes)	X
Dept. Chair (Business & Professional Services):	Gian Roma	(Votes)	Z
Dept. Chair (Health Sciences):	Tina Seedborg	(Votes)	Abs
Dept. Chair (STEM)	Tracy Curtis	(Votes)	X
FT Non-Inst Faculty:	(Vacant)	(Votes)	
FT Non-Inst Faculty:	Sarah Belancsik	(Votes)	Z
Staff Associate:	Erika Olenik	(Votes)	Z
Classified Service:	(Vacant)	(Votes)	
At Large:	Samantha Potter	(Votes)	Z
Division Dean:	Kim McLain (interim)	(Votes)	Z
Division Dean:	Jeffrey Anderson	(Votes)	Z
President's Taskforce on Diversity and Inclusion:	Scott Corley	(Votes)	Z
VP for Academic Affairs:	Penny Kelly	(Non-voting)	X
Dean of Institutional Effectiveness and Enrollment Planning:	Kim McLain	(Non-voting)	Z
Distance Learning Steering Committee:	Stephanie Malmberg	(Non-voting)	Z
Parliamentarian:	(Vacant)	(Non-voting)	
Dani Berchtold			X
Guest: Marty Guzzi			Z
Guest: Danielle Britton			Z
Guest: Paul Bond			X

SUNY Broome CAI Fall 2022

Guest: Noah Roth			X
Guest: Dana Curtin			Z
Guest: Karen Moyer			Z
Guest: Lucy Harkness			Z
Guest: Conal Larkin			X