

College Assembly
Minutes of Meeting
October 3, 2016

Members Present: Jeremiah Godfroy, Mary Gilbert, Julie Lakin, Mark Ryan, Giovanni Scaringi, Alison Sheridan-Brennan, Michael Kinney, Mary Donnelly, Carine Surdey, Scott Kavulich, Howard Streby, Joe DeAngelo, Jason Boring, Fermin Romero, Angie Bergholtz, Francis Battisti, Michael Sullivan, Sesime Adanu, Robert Greaves and Penny DelFavero

Members Excused: Denise Abrams, Rosanne West, Tracy Curtis

Members Absent: Dave Michalak, Jamie Heron, Kevin Drumm, Debbie Morello

Guests: Amanda Soto, Rachael Hagerman

- Call to order: 3:04 PM. Giovanni opened the meeting and welcomed the group. Agenda was approved, quorum established and the September 26th meeting minutes were approved with an amendment to clarify discussion.

- Student Assembly Report:

- Amanda reported that a food drive will be held this Thursday to donate to the food pantry. Donations can come to the Student Assembly office or to Jason Boring's office upstairs: Science Building 227.
- COI and CAI now both have student representation.

- CA Report:

- Giovanni reported that the strategic plan will be discussed under new business.

- COI Report:

- Carine reported that the COI meeting was brief due to many members attending the groundbreaking ceremony. They were able to establish a quorum.
- There is some progress being made on the shared governance website although the committee has not met again.
- There was some discussion on the meeting minutes being posted to the website. It will be done differently, as a document file instead of a discussion thread. The minutes will still need to be posted on the site.

- CAI Report:

- Mary reported that Sesime is scheduled to do the SWOT analysis on October 19th and November 2nd.
- There was discussion on the use of technology in the classroom which was a bit out of control. There was a procedural concern. Does a letter to the President bring an issue to CAI? Is shared governance going to address every letter sent to the President?
- Francis gave an update on Achieving Success and Achieving The Dream. There were some doubts expressed at CAI; mostly concerning the way in which it was rolled out.
- The new SLAC chair is Rachael Hagerman and there are some professional development offerings on SLAC.
- A member of CAI was unable to complete his term and there was a procedural question on replacement. Is it by election or by appointment? The bylaws state that it should come from the constituency. Should the dean ask if there are people interested? This may be discussed at the next SG chairs meeting. At CAI it was referred to a workgroup to look at the bylaws.
- Achieving The Dream: many people don't know what it is. It was dropped on our heads and now we are being asked to participate in something we didn't choose. It was rolled out quickly with no chance for discussion.

We've been told our graduation rate is better and our retention rate is okay. There is expert correction of a nonexistent problem.

- President: Dr. Drumm was excused.

- Executive Vice President and Chief Academic Officer's Report:

- Francis reported on COIL. There are faculty members visiting from Mexico. There are some workshops scheduled. There will be a campus-wide email. The COIL initiative has been phenomenal.

- CCURI: we are now official members. Now we have our committee and Mike Kinney is heading it up.

- The ribbon cutting was a successful venture into the community.

- ACEN and the state are evaluating some of our programs.

- Strategic planning: we met Friday. It's moving along. There are a lot of questions.

- Achieving Success: questions are being addressed and will be addressed as things are evolving. The core and data teams will be meeting on Friday. Heather and Gian are heading that up; all are welcome at the meetings.

- Applied Learning is moving forward. Will be meeting with Tom Mastro tomorrow; trying to have a joint volunteer effort with BU.

- The fall CAO meeting will focus on seamless transfer and prior learning assessment and the COACHE survey initiative. We'll be hearing more about that.

- Last week the president and assistant from Becalos Mexico visited. The program may be expanded; the students are across several courses of study.

- Working on a number of articulation agreements.

- Vice President for Student & Economic Development: Debbie was absent.

- Vice President of Administrative and Financial Affairs Report:

- Michael reported that we are one month into the fiscal year. On the revenue side, enrollment trends are modestly above budget. There are a couple weeks left to finalize the enrollment. By the next meeting we should know our full enrollment numbers. On the expense side the two key factors are payroll and benefits. The faculty retro adjustment should be done in about two weeks. We will fine tune the liability which will give us a clearer idea of costs going forward. We will know more when the Guild settlement is completed. These numbers were budgeted last spring. The payroll is the central piece of the budget.

- We will also begin developing and implementing some monitoring and forecasting tools. We'll be rolling this out over the next thirty days.

- Old Business:

- Howard gave reminder to shut down all computers this Friday for the network shutdown and power shutdown. Downtime will be about 24 hours. Still will have access to Open SUNY and Blackboard, email and Banner self-service. Announcements have been put up for faculty. There will be a note with a clickable link on the log in page. Carine will make sure it's still there. It was noted that the Blackboard link is on MyCollege.

- New Business:

- A reminder of the two strategic planning meetings in College Assembly: October 17th and 31st. The chairs reports will be submitted to Penny and distributed with the minutes. The admin reports will also be submitted in advance. It was noted that some people will be at all of the strategic planning meetings and will be giving input

multiple times. Sesime stated that this is the reason for the on-line survey rather than using brainstorming at the meetings. The survey was sent across campus. The chairs can make sure their constituencies respond.

The survey can then be the basis for the brainstorming session and discussion.

Carine sent the survey out to the COI representatives encouraging them to fill it out.

A draft of the strategic plan could be drafted based on the data collected.

There was some discussion on omitted variable bias. The same person could submit the survey multiple times and this will affect the data. It was suggested that people could do the survey together during the meeting and then the broader discussion would happen afterward. The meeting time should be used for the broader discussion.

If you already provided your input on the survey you don't need to do it a second time.

It was noted that the strategic plan generates what we do with our budget and our initiatives.

It was also noted that the discussions will be more fruitful if there is some information there to begin with. The Google doc will be open until the end of the semester. Middle States wants broad-based participation so we are trying to reach as many people as possible.

CAI will stay with the timeframe based on the meeting dates. To get the aggregate data can be time consuming. CA will go with Plan B: the meetings on the 17th and 31st will be normal, and we will have the strategic plan conversation at the end of the semester when the data is in.

- It was noted that the COACHE team is taking the next step: a faculty survey.

There being no further business, the meeting adjourned at 3:40 PM.

Next meeting date: Monday, October 17th at 3:00 PM.

Respectfully submitted,

Penny DelFavero
College Assembly Secretary