



**Council for Academic Issues
Meeting Agenda**

Wednesday, 14 September, 2022 – 3:00 PM to 4:30

PMZOOM Link -

<https://zoom.us/j/99806439753?pwd=WUlwbzZmSFpVK2QvZDQ4T3BtWXZDQT09>

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 - _____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

- a. List changes (if applicable)
1st motion: _____ 2nd motion: _____ In favor: _____

IV. Approval of Minutes – Wednesday, 31 August 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 – Andrew Haggerty

- i. College Assembly 9/12/2022 meeting; Deb Moeckel Gen Ed address, virtual 9/20; Michael Sullivan budget report
- ii. CAI membership updates (new LA rep; Vacancies: non-instructional faculty; classified service; parliamentarian)
- iii. Zoom invites for Fall 22
- iv. Chair to attend SUNY SG meeting in Albany on Fri 23 Sept.
- v. Chair correspondence: Question raised by constituent of Sarah B – “Is there a way to bring forward the issue of needing both the professor and Chair’s permission to add a late class



through CAI? The catalog language was probably written when most of our students came to campus and when most of our classes were taught in person so it was not as difficult to track down the appropriate signatures."

- VI. Report from VP of Academic Affairs – Dr. Penny A. Kelly**

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

- VIII. Report of Committees**
 - a. Academic Grievance Committee (AGC) –**
 - i. One pending grievance
 - b. SUNY Awards Selection Committee – Please stay tuned for updates; 2 Adjunct Faculty reps**
 - c. Faculty Council of Community Colleges (FCCC) – Dr. Mary Donnelly – SUNY Gen Ed inclusion rubrics**

- IX. Standing Order of Business**
 - a. Old Business**
 - i. Restructure of the College – vote to remove from agenda**
 - ii. Shared Governance Assessment**
 - 1. SG Structure Evaluation Workgroup: SG chairs confirming membership; meetings likely Fridays at 10AM; new members welcome

 - b. New Business**
 - i. Fall 2022 CAI Meeting Dates** (Chair will update)
 - ii. Carla Michalak – Civic Engagement**
 - iii. Mary Seel – Writing Emphasis update**
 - iv. Student learning assessment**
 - v. Student learning and SUNY Broome ILO: Racial Justice/Equity --** Within a given field or discipline, students will identify the consequences of racism in the United States at the individual, group, and systemic levels.
 - vi. Schedule of meetings.** Do we need so many?
 - vii. Request for presentation on Academic Master Plan.**

- X. Adjournment - : _____ PM**
1st motion: _____ 2nd motion: _____ In favor: _____

NEXT CAI Meeting: Wednesday, September 28 from 3:00 PM – 4:30 PM – W203B & Zoom



Council for Academic Issues 2022-2023 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. |



Council for Academic Issues Membership 2022-20223 Rev. 9/12/22

| Council for Academic Issues Membership/Attendance (13 = quorum) | | | |
|------------------------------------------------------------------------|------------------------------|--------------|--|
| 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 (Mark Ryan Alt) | (Votes) | |
| FT Inst Faculty BPS | Colleen Regan | (Votes) | |
| FT Instructional Faculty (Health Sciences): | Denisa Talovic | (Votes) | |
| FT Instructional Faculty (Health Sciences): | Kristin Hofer | (Votes) | |
| FT Instructional Faculty (STEM): | Tracy Curtis | (Votes) | |
| FT Instructional Faculty (STEM): | Jen Musa (Melissa Glenn Alt) | (Votes) | |
| Adjunct Faculty: | Lisa Antalek | (Votes) | |
| Adjunct Faculty: | Robert Becker | (Votes) | |
| Dept. Chair (Liberal Arts): | Tim Skinner | (Votes) | |
| Dept. Chair (Business & Professional Services): | Gian Roma | (Votes) | |
| Dept. Chair (Health Sciences): | Tina Seedborg | (Votes) | |
| Dept. Chair (STEM) | (Vacant) | (Votes) | |
| FT Non-Inst Faculty: | (Vacant) | (Votes) | |
| FT Non-Inst Faculty: | Sarah Belancsik | (Votes) | |
| Staff Associate: | Erika Olenik | (Votes) | |
| Classified Service: | (Vacant) | (Votes) | |
| At Large: | Samantha Potter | (Votes) | |
| Division Dean: | Kim McLain | (Votes) | |
| Division Dean: | Jeffrey Anderson | (Votes) | |
| President's Taskforce on Diversity and Inclusion: | Scott Corley | (Votes) | |
| VP for Academic Affairs: | Penny Kelly | (Non-voting) | |
| Dean of Institutional Effectiveness and Enrollment Planning: | Kim McLain | (Non-voting) | |
| Distance Learning Steering Committee: | Stephanie Malmberg | (Non-voting) | |
| Parliamentarian: | (Vacant) | (Non-voting) | |

SHARED Governance

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|--------------------|--------|--|--|
| Guest: | Guest: | | |
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| | | | |
| cc Diana Lenzo | | | |
| cc Penny DelFavero | | | |
| cc Rhoda Neal | | | |
| cc Cheryl Sullivan | | | |