



Council for Academic Issues
Meeting Agenda Minutes
Wednesday, March 16, 2022 – 3:00 PM to 4:30 PM
ZOOM Link - <https://zoom.us/j/95416255113>

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
[Mary Seel for Tim Skinner.](#)

1st motion: [sarah](#) 2nd motion: [Gina](#) In favor: [all](#)

- b. Guests – Name in Zoom Chat

III. Adoption of Agenda

- a. List changes (if applicable)

-Carla: Can we add to new business questions about rumblings of writing emphasis and pys ed going by the wayside. Andrea: I think that was going to come up anyway.

IV. Approval of Minutes – Wednesday, March 2, 2022

- a. List changes (if applicable)

- b. Minutes will include Zoom Chat and will appear after the meeting minutes

1st motion: [Myriam](#) 2nd motion: [Gian](#) In favor: [all](#)

V. Report from CAI Chair - Andrea Roma

- i. College Assembly minutes from 2/28/2022 meeting – Attachment

-Dean of students was hired. Assume more info will follow.

-your voice matters April 7th reminder.

VI. Report from VP of Academic Affairs – Dr. Penny A. Haynes

- Writing emphasis question : met with departments, there was a committee, some sections have “writing emphasis” while some don’t. This group should talk about it, recommends we remove the “writing emphasis” from courses since consistency is missing across the campus. Not best for students.

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Removal would not affect graduations for students.

- Team was assembled (last spring?) to work on academic master plan. Finalized version is done. Will be presented to board this Thursday. Presented at Broome Zoom next Wednesday. Distributed or put on website so everyone can see it soon.
- Andrea: moving "WE" courses to new business to make sure we get to things we need to get to.
- Ellen Brand: WE courses are not a curriculum committee issue. Issue is related to Writing Initiatives Network committee (WINC).

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

- Events going on and planned. Escape rooms were great. Howe Cavern trip coming. Hershey Park trip being planned. Petting zoo event being planned.
- Wifi survey being done to try to get better wifi on campus. Sent to student emails. Posted to SA Instagram. Planning to knock on doors in dorm.
- Andrew shared students experiences as to wifi issue.

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

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

- Nothing to report. Expects to have lots of news after next meeting of FCCC.

IX. Standing Order of Business

a. Old Business

i. Restructure of the College

ii. Shared Governance Assessment

1. SG Structure Evaluation Workgroup

- A lot of activity in meetings recently compared with other SUNY CCs SG.

iii. DRAFT Standards for Academic Progress Policy – PDF Attachment (shared on screen)

-Gina: Changes reviewed in meeting.

-Jen: question about how the language about "holding a spot for a year so that students don't have to reapply" applies to competitive clinical programs. If they wouldn't have to hold a spot, the document should reflect that. Concerns about holding a spot when people are trying to get in to the program. (Dr. Haynes: hard to believe we would save spots for these. If people fall short you kind of need to let others have the opportunity). Multiple people from HS agreed with this overall thought. General sentiment that in general students should have to reapply, not have a place held for them in competitive admissions programs.

-Gina: maybe some fine print should be added that this won't apply to competitive health science programs. Discussion followed about adding language for this.

- Gina: important to note students can continue taking classes at all points in this process. This is only about being matriculated.

-Marty: Remember a lot of questions would be addressed by the procedure, which will come next. Vote regarding endorsement Mary: shouldn't we table for one more week to speak with health sciences people?

New language suggested by Timmy that would address the competitive admissions concern. Gina added to the document.

- **VOTE TO accept WITH ADDITION: Andrew: moves to accept the document with today's revision. Gina 2nd. All in favor.**
- **Vote to endorse: passes. CAI will endorse.**



iv. CAI Membership Elections

1. Will vary, watch email – Nominee(s) accept deadline
2. Around 4/1 – 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

b. New Business

- i. **Dates for SUNY Broome spring break for 2023 & 2024** –Marty: revisiting calendar. Spring break this semester is very late in the semester. Concern it should be earlier in the semester. 7/1/7 plans suggest that the 1 week in that format should be used for the spring break.

- Sarah: can spring breaks ever line up with breaks in the community districts? Marty: in the past yes. May be the reason our break is so late now. We would establish a calendar based on what we think BOCES will choose to do.
- Mary Seel: We are a community college, many students have children. It's a service to them to align spring break to theirs. Marty: We wish BOCES would decide sooner but we have to decide before they do. I agree if we can do that it would be preferable. Mary: moving to the middle of March would make it unlikely we align.
- Mary D: "religious observance" is a legitimate reason for our students to miss class. The week before Easter can be an issue for this if it is not break.
- Carla: teachers have to be in the classroom. We can't take the days off like students can.
- Will be getting constituent feedback for spring 2023 dates. Marty needs to get that into the system.

- ii. **New designation on "WE" courses, "PED" courses, "local Civ ed" courses.**

- Dr. Haynes: The WE label is inconsistent and unclear. Varies from section to section within the same class in spots.
- Dr. Anderson: questions about the requirements in programs. How it impacts transferring. Why some classes but not others? There should be a base line of writing emphasis throughout all courses. In courses that have it, is it assessed? Who does so? Designation not appropriate to be placed on courses until this is formalized. We don't oppose, but is this a necessary requirement considering pathways?
- Ellen B: there are specific procedures a course must go through to be labelled as WE. Employers stress how important it is for students to be able to write. Many programs to fit in the 60 credit cap cut ENG111, so most students are getting at most 1 semester of writing. This is not enough. Writing is different in different disciplines. Writing needs to be taught across all disciplines. The inconsistency recently is due to people being overextended.
- Mary Seel: discussion has happened about resuscitating WINC committee so this can be overseen properly. Moving ENG to 7/1/7 format would be even less time spent working on writing for students.
- Carla: students are missing a lot that should be covered by all 3 of these course labels. Doing students a disservice if we don't teach them these things.
- Andrew: Labels useful to other programs so they know what courses cover requirements. Can see Jeff's point and perspective. Communication skills valued in many work places. Would propose that there might be some way to put the technical issues, like the designators, on hold and getting after this from an academic perspective. Revitalize a cross campus writing movement while this is on pause.
- Jen: Was on WINC committee a long time ago. Was worthwhile work. Faculty worked with faculty, great collaboration. Also mentioned there is a lab that some sections have WE but others don't so that students can take the version of the lab that meets their needs.
- Dr. Haynes: Not trying to challenge everyone, but at times when people are asked why classes have the designation they are unable to clearly explain why a course does or does not have it. Clarity and consistency have to be addressed. This stuff all needs to mesh with the ILOs. Communication is



important. There's work to be done to clear it all up.

X. Adjournment - 4:30 PM

1st motion: Sarah _____ 2nd motion: Gina _____ 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, March 30, 2022 -
<https://zoom.us/j/98760770705>

Council for Academic Issues 2021-2022 Action & Results:

Meeting Date:	Issues / Concerns:	Referred To:	Agenda Section:
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.

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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

Student Assembly; <i>VP of Academic Affairs:</i>	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)	Excused
FT Instructional Faculty (Liberal Arts); <i>Chair-elect:</i>	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); <i>Recording Secretary:</i>	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)	Mary Seel alternate
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; <i>CAI Chair: (non-voting as Chair unless tie)</i>	Andrea Roma	(Votes)	X
FT Non-Instructional Faculty:	Sarah Belancsik	(Votes)	X
Staff Associate:	Erika Olenik	(Votes)	X
Classified Service:	(Vacant)	(Votes)	
At Large:	Gina Chase	(Votes)	X
Division Dean:	Michele Snyder	(Votes)	X
Division Dean:	Jeff Anderson	(Votes)	X
President's Taskforce on Diversity & Inclusion (PTODI):	Scott Corley	(Votes)	
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)	

SHARED Governance

Guest: Erin Marulli	Guest: Ariel Hochman
Guest: Ellen Brand	Guest: Heather Hoffman
Guest: Marty Guzzi	Guest: Danielle Britton
Guest: Dani Berchtold	Guest: Laura Hodel, Michael Stamets

Zoom chat:

14:58:43 From Andrea Roma - SUNY Broome to Everyone:
Guests name in chat please

14:58:54 From Andrea Roma - SUNY Broome to Everyone:
Alternates name in chat and who you are here for please

14:59:08 From Mary Seel to Everyone:
Mary Seel for Tim Skinner

15:00:05 From Marty Guzzi Broome to Everyone:
Marty Guzzi, guest

15:00:14 From Erin Marulli to Everyone:
Erin Marulli, Guest

15:00:15 From Andrea Roma - SUNY Broome to Everyone:
Guests name in chat please

15:01:34 From Dani Berchtold to Everyone:
Dani Berchtold - guest

15:02:40 From Danielle Britton to Everyone:
Danielle Britton Guest

15:02:43 From Ellen Brand to Everyone:
Ellen Brand, guest

15:02:44 From Ariel Hochman to Everyone:
Ariel Hochman - guest

15:02:44 From Heather Hoffman to Everyone:
Heather Hoffman Guest

15:03:30 From Andrew Haggerty to Everyone:
My camera isn't working, sorry (though you may find this an improvement...)

15:07:41 From Sarah E. Belancsik to Everyone:
Would this impact a students ability to graduate, if they didn't have WE courses listed/ impact accreditation for degree programs?

15:08:11 From Sarah E. Belancsik to Everyone:
Thank you!

15:10:15 From Rick Martin to Everyone:
what other committee is that?

15:10:40 From Mary Seel to Everyone:
Writing Initiatives Network Committee

15:10:45 From Rick Martin to Everyone:
ty!

15:11:04 From Andrea Roma - SUNY Broome to Everyone:
Any guests that have joined us please put your name in chat if not done so already

15:11:20 From Michael Stamets-SUNY Broome to Everyone:
Michael Stamets- Guest

15:11:46 From Rick Martin to Everyone:
my studnts loved the escape rooms

15:11:58 From Laura Hodel to Everyone:



Laura Hodel - Guest

15:13:56 From Penny Haynes to Everyone:

Andrew can you also let me know where the students are having issues with wifi?

Thanks.

15:15:12 From Sarah E. Belancsik to Everyone:

Is there a link or QR code you can send me so I can post of the Acad. Advising FB page?

15:15:34 From Mary Seel to Everyone:

Just to clarify about WINC: It has been a cross-campus committee and is not housed in or the responsibility of the English Department. It's just that we care about writing across the campus and have had faculty members involved with it for years. One of the earliest and longest serving chairs was Paul O'Heron, former Math Dept. chair.

15:16:23 From Antonia McCormack to Everyone:

https://docs.google.com/forms/d/1uRXBOhQOH_72wGLUftPaSx7P9YQoS83tM6UGXYhikUs/viewform?edit_requested=true

15:16:42 From Antonia McCormack to Everyone:

Please let me know if this link works to get to the WiFi survey

15:17:00 From Antonia McCormack to Everyone:

Sometimes Google Survey links are tricky

15:17:08 From Danielle Britton to Everyone:

It works!

15:17:31 From Andrew Haggerty to Everyone:

Second floor Titchener. The issue of only being able to use guest access is to do with operating systems and software, as I understand it. This is tricky because students bring in a wide variety of laptops.

15:17:44 From Erin Marulli to Everyone:

Shared Gov WG is next Friday March 25, not this Friday

15:18:32 From Penny Haynes to Everyone:

Thanks Andrew. If anyone has any other specifics, please let me know.

15:25:47 From Sarah E. Belancsik to Everyone:

And probably the HS dept. chairs?

15:30:10 From Sarah E. Belancsik to Everyone:

Carla: I think that's absolutely a chair conversation as well

15:30:16 From Sarah E. Belancsik to Everyone:

Typed it right before you said it, haha!

15:34:38 From Timmy Bremer to Everyone:

How about: "Competitive admission programs may have different requirements for readmission."

15:37:26 From Laura Hodel to Everyone:

I like that. Keep it simple. Details can be ironed out in procedure

15:52:12 From Gian Roma to Everyone:

Convocation isn't a day off Mr. Guzzi :)

15:52:54 From Carla Michalak to Everyone:

Haha I was going to remind everyone of that!!!!

15:54:26 From Tina Seedborg to Everyone:

BOCES calendar April 10-14 2023 no school

15:59:19 From Mary Seel to Everyone:

They will have their 15 week course going on.

16:02:47 From Gian Roma to Everyone:

When is Convocation Spring 2023?

16:04:06 From Carla Michalak to Everyone:

And PED courses please and the local Civic Education courses

16:16:29 From Rick Martin to Everyone:

SHARED Governance

Was this about no longer teaching writing emphasis? or just removing the label? does the issue come from the thought that without the labels students may not choose to take them at all? Trying to understand the core issue a little

16:16:52 From Rick Martin to Everyone:

speaking from my math perspective lol

16:19:26 From Sarah E. Belancsik to Everyone:

We even get emails that are text lingo!

16:19:44 From Sarah E. Belancsik to Everyone:

...or the body is in the subject line.

16:20:36 From Carla Michalak to Everyone:

Oh, yes, I have received those too!

16:22:04 From Ellen Brand to Everyone:

Regular faculty workshops and guest speakers. Absolutely, Jen--a great way to know folks in other departments and work collaboratively

16:23:58 From Ellen Brand to Everyone:

I think we've already had the pause. The infrastructure is there--just need people from across campus to do the work

16:28:38 From Ellen Brand to Everyone:

Got to run. Thanks for letting me participate

16:29:14 From Andrew Haggerty to Everyone:

CAI voted to remove the local GE requirements in the aftermath of seamless transfer. Some programs elected to keep certain requirements, like PE

16:30:15 From Sarah E. Belancsik to Everyone:

Civic Ed. is core for HLAS/ HLST. Sociology is preferred civ. ed.