



**Council for Academic Issues
Meeting Minutes
Wednesday, 19 October 2022 – 3:00 PM to 4:30PM
ZOOM Link -**

<https://zoom.us/j/91801120560?pwd=RDZwYWJoTDdhVUZyQVpxOTkCZ0tPdZ09>

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

Attendance: see attached

I. Call to Order – 3:02 PM

a. Motion was made to split secretary duties between two CAI members (Tracy Curtis: 10/19, 11/16, 12/14; Colleen Regan: 11/2 and 11/30) ad hoc this semester.

Motion: Tracy Curtis 2nd: Antonia McCormack In favor: all

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: Carla Michalak 2nd motion: Steve Call In favor: all
(Tina Seedborg and Kristin Hofer excused)

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, 14 Sept 2022

a. List changes (if applicable)

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

1st motion: Mary Donnelly 2nd motion: Carla Michalak In favor: all

V. Report from CAI Chair – Andrew Haggerty

i. Request for someone to monitor the Chat during FCCC delegate presentation

ii. College Assembly 10/17/2022 meeting -- CA voted to accept a 3-body structure for shared governance restructuring: All-campus College Senate; Student Assembly; Academic/Faculty Senate

iii. CAI membership (classified service; parliamentarian) – Secretary vote

SHARED Governance

- iv. Chair attended Student Assembly meeting; it is open to all, Thursdays 4-5 PM (except 10/27)
- v. Chair attended FCCC Plenary at Adirondack CC: See report of FCCC Delegate
- vi. Governor announces daycare funding: FYI
- vii. Chair correspondence: Students adding sections – moved to New Business
- viii. CAI Spring schedule draft almost complete, will update
- ix. Chair to attend next SA meeting, will raise the issue of a student survey of attitudes towards diversity/social justice instruction at the college
- x. Chair correspondence: question about new academic organizational chart ("I don't if you wanted feedback on that flowchart or what but there are mistakes on it... 1. Staff Associate for STEM/Health Sciences isn't appearing on the flowchart.
 - 1. Dr. Kelly sees the Staff Associate on the flowchart
 - 2. The way Michele McKay and Tina Seedborg are positioned on the flowchart makes it seem as though Tina is lesser than the other chairs which I don't think is true... but that is how it is laid out on the flowchart. Right?? Thanks"
 - Dr. Kelly thinks it looks even considering all the items in the flowchart, discrepancy is not intentional
- xi. Chair correspondence: question about Anthropology program (Steve Call) – Steve Call: at a recent meeting, administration said Anthropology course would not be allowed to run, department is concerned about course being cut from the curriculum, and it appears that the administration is making these decisions. Steve Call suggests this is an item for this body to discuss. Steve adds that the course is being cut because Pathways does not identify an anthropology course as a need for any program and that is why it is being cut, even though the course fills each semester. The faculty is being reshaped by Pathways and not the faculty. Jeff Anderson: Clarified that anthropology courses are being offered and he doesn't understand why this is being brought up in this group, as the schedule is the purview of the department Chair and is then subject to approval by Dean/VPAA, not CAI. One priority is to make sure the courses students need for their programs are available and faculty have load. Andrew Haggerty: Brought it up here because a CAI member did bring it up. Dr. Kelly: There is a lot of compromise going on right now and electives are being offered on more of a rotating basis. Scott: Anthropology is important for DEI but agrees this might not be the best place for this conversation. Kim McLain: Pathways are designed by faculty based on the program's mission. Every member of Pathways team has decided to remain with the project – it is not determined by Administration. Steve: The reason this should be discussed here is because these decisions regarding which courses can run are having a tremendous impact on the curriculum. Carla: The Department received an email that it was an administrative decision that Anthropology could not run. A faculty member is also unable to work next semester because of it. Andrew: read comments in chat. Jeff: He did suggest that the course be cut as a recommendation based on several factors and pointed out that not every course can be offered. Other anthropology courses will be able to run, but this one cannot at this time. Andrew: Suggested we move on with the agenda and asked Kim if individuals from Pathways might be willing to come in and talk to the group. Kim: Agrees.
- xii. Chair correspondence: "ALM is considering a rubric or something to decide which programs get marketing support. Isn't this an academic issue for CAI?"
 - 1. Dr. Kelly: Clarified that a suggestion was made to prioritize which Programs are highlighted but said this is no longer a conversation at this time.

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

- a. Dr. Kelly mentioned that we did get approved by SUNY for State Incremental Benefits Funds to Support SUNY Enrollment Initiatives (\$597,206) for mobile van that would allow us to reach out to underrepresented communities and other; it will also support some non-credit programming; Student Affairs groups requested hammocks be placed around campus so this will be part of the grant as well.
- b. Fast Forward Work group is looking at requirements and whether they are consistent or if there is a way that we can reach out to other than the higher achieving high school students.



VII. Report from Student Assembly (SA) – Antonia McCormack

- a. **Antonia** – Working to get students enough meals as students are not always able to get them because of conflicts like work, sports, etc. The SA has also heard about issues occurring at the Culinary Center – 1) students not able to get there on time - their grades are being very negatively affected and 2) allergy restrictions are not being considered, and 3) students being afraid to reach out to the faculty members because of previous reactions to classmates. SA met with representatives from Culinary Events Center and they are waiting to hear back from them. Michael Stamets: They have been notified of the issues.

VIII. Report of Committees

a. Academic Grievance Committee (AGC) –

- i. One pending grievance. Still pends.

- b. **SUNY Awards Selection Committee** – Adjunct Award committee to meet this and next week. Nominees are Joelle Meyn, Alla Boldina, and Melyssa Wrisley. Congratulations! Andrew: Thank you to Dani for all her work! He suggests we consider a standing committee on Awards as part of the SG restructuring.

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

- i. Mary: Discussed the following:

1. SG subcommittee – FCCC is adding a “wellness check” to their services
2. multiple SUNY searches taking place
3. General Education framework and grandfathering the old framework for already established students, prior-learning assessment, UFS (4-year level) and FCCC have been trying to smooth out which courses transfer or not. Student Mobility Steering Committee has not met for years – has been asked to reconvene and discuss.
4. FCCC is sending out a survey addressing whether, for example, four years schools should accept fully online lab courses.
5. Micro credentialing TAP eligible?
6. Ratio cost of faculty vs administration.
7. Presentation by SUNY Board of Trustees and getting a Chancellor that will stick around for a while.
8. Chips Act – there is a lot of interest in using this as an economic driver in our area. Interim Chancellor presentation on enrollment management – fairly strong push back to the idea that all is going great...faculty representatives vehemently disagree – need more time considering all the other initiatives that are taking place at this time (e.g., transition to Brightspace).
9. Many campuses do not have technology for adequate workforce development.
10. Brightspace migration concerns: Banner does not communicate with Brightspace and concerns about accessibility. Stephanie: clarified that Brightspace does communicate with Banner and does have accessibility tools. Mary: Clarified it was more an issue with 3rd party vendors.
11. Funding for workforce training and who should get funding.
12. Statewide turnover of CC administration.
13. No more SUNY approval of Gen Eds, so GE and CC committees need to be on top of it
14. DEISJ
15. “Broken” funding model due to FTE-based model we will always use because we have so many part-time students, moved to model that involves baseline funding with FTE on top of that
16. Campus climate and morale has never been on the agenda; campus mental health needs to be addressed, particularly in the wake of the pandemic and several top-down initiatives

- ii. Resolutions that were provided electronically should be reviewed before next meeting.



IX. Standing Order of Business

a. Old Business

i. Shared Governance Assessment

1. SG Structure Evaluation Workgroup to reconvene 10/28; structure of 2 of 3 body model to be discussed, along with roles/relationships of campus committee; Your Voice Matters November meeting (exact date TBD; will take place via Zoom)

b. New Business

i. Writing Emphasis update

1. Mary: Survey will be sent out to all WE course instructors for information. Also, guidance was provided electronically to help instructors understand what a WE course is. Tomorrow (10/20) there will be a presentation of exemplary writing samples per discipline and what discussion of what faculty members need to teach students how to write. Andrew: This might be an opportunity to discuss how WE courses address the Information Management ILO

ii. Erin Marulli: Schedule Planner for student registration – will be pushed to next meeting

iii. Students adding sections.

iv. Student learning assessment

v. Student learning and SUNY Broome ILO: Racial Justice/Equity – FCCC to provide further guidance shortly; hold off until we receive it (Suggestion for cross-system collaborations)

vi. SUNY Gen Ed. Gen Ed will be updating/corresponding with CAI.

vii. Schedule of meetings. Do we need so many?

viii. Request for presentation on Academic Master Plan. To be discussed in a future meeting.

X. Adjournment - 4:22 PM

1st motion: _____ 2nd motion: _____ In favor: _____

NEXT CAI Meeting: Wednesday, 2 November, from 3:00 PM – 4:30 PM – W203B & Zoom:
<https://zoom.us/j/95750712124?pwd=RDhqaFc5dzV2OHB5Wk5OcGpOdVJZUT09>



Council for Academic Issues Membership/Attendance (13 = quorum)			
Student Assembly	Antonia McCormack	(Votes)	X
Student Assembly	(Vacant)	(Votes)	-
FT Instructional Faculty (Liberal Arts):	Steve Call	(Votes)	X
FT Instructional Faculty (Liberal Arts):	Mary Donnelly	(Votes)	X
FT Instructional Faculty (Liberal Arts); <i>CAI Chair</i> :	Andrew Haggerty	(Votes)	X
FT Instructional Faculty (Liberal Arts):	Carla Michalak	(Votes)	X
FT Instruct. Faculty (BPS):	Denise Wells	(Votes)	ABSENT
FT Inst Faculty BPS	Colleen Regan	(Votes)	ZOOM
FT Instructional Faculty (Health Sciences):	Jen Musa (Melissa Glenn alt Fall 22)	(Votes)	ZOOM
FT Instructional Faculty (Health Sciences):	Kristin Hofer	(Votes)	ABSENT
FT Instructional Faculty (STEM):	Christopher Kushner	(Votes)	X
FT Instructional Faculty (STEM):	Jen Musa (Melissa Glenn alt Fall 22)	(Votes)	ZOOM
Adjunct Faculty:	Lisa Antalek	(Votes)	ABSENT
Adjunct Faculty:	Robert Becker	(Votes)	ABSENT
Dept. Chair (Liberal Arts):	Tim Skinner	(Votes)	EXCUSED
Dept. Chair (Business & Professional Services):	Gian Roma (alt Colleen Regan)	(Votes)	ZOOM
Dept. Chair (Health Sciences):	Tina Seedborg	(Votes)	EXCUSED
Dept. Chair (STEM)	Tracy Curtis	(Votes)	X
FT Non-Inst Faculty:	(Vacant)	(Votes)	-
FT Non-Inst Faculty:	Sarah Belancsik	(Votes)	ZOOM
Staff Associate:	Erika Olenik	(Votes)	ZOOM
Classified Service:	(Vacant)	(Votes)	-
At Large:	Samantha Potter	(Votes)	ZOOM
Division Dean:	Kim McLain (interim)	(Votes)	X
Division Dean:	Jeffrey Anderson	(Votes)	ZOOM
President's Taskforce on Diversity and Inclusion:	Scott Corley	(Votes)	ZOOM
VP for Academic Affairs:	Penny Kelly	(Non-voting)	X
Dean of Institutional Effectiveness and Enrollment Planning:	Kim McLain	(Non-voting)	X
Distance Learning Steering Committee:	Stephanie Malmberg	(Non-voting)	ZOOM
Parliamentarian:	(Vacant)	(Non-voting)	-
Dani Berchtold			X

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Guest: Danielle Britton			ZOOM
Guest: Michael Stamets			ZOOM
Guest: Marty Guzzi			ZOOM
Guest: Mary Seel			X
Guest: Ellen Brand			ZOOM
Guest:			

Chat Log:

FYI the main microphone is on mute

From Erin Marulli, SUNY Broome to Everyone 03:02 PM

Guest

From Colleen Regan to Everyone 03:02 PM

Colleen Regan voting member

From Samantha Potter to Everyone 03:03 PM

Samantha Potter, voting

From Erika Olenik to Everyone 03:03 PM

Erika Olenik, voting

From Melissa Glenn to Everyone 03:03 PM

Melissa Glenn, STEM voting

From Sarah E. Belancsik to Everyone 03:03 PM

Sarah Belancsik, voting

From Marty Guzzi SUNY Broome CC to Everyone 03:05 PM

Marty Guzzi - guest

From Michael Stamets-SUNY Broome to Everyone 03:05 PM

Michael Stamets- guest

From Danielle Britton to Everyone 03:05 PM

Danielle Britton guest

From Colleen Regan to Everyone 03:05 PM

I'm also here for Gian Roma

From Erin Marulli, SUNY Broome to Everyone 03:12 PM

Did I just hear SA is not meeting 10/27?

Thanks!

From Mary Donnelly (she/her) SUNY Broome to Everyone 03:12 PM

That is correct

From Colleen Regan to Everyone 03:20 PM

I can hear Jeff

From Erin Marulli, SUNY Broome to Everyone 03:20 PM

I can hear Jeff

It's in wales

From Stephanie Malmberg, Ph.D. SUNY Broome to Everyone 03:20 PM

we can hear him online

From Samantha Potter to Everyone 03:20 PM

I can hear Jeff on Zoom

From Jeff Anderson to Everyone 03:27 PM

BTW, it is being addressed at the division and departmental level, where it belongs.

From scott to Everyone 03:32 PM

Dean Anderson is right. This is, and should be addressed / engaged at the departmental and division levels. Yet what is happening to ANT addresses, very well, the colleges supposed commitment to the DEI mission. What if

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anyone outside of HPSS decides to cancel other classes that address DEI? It might be an appropriate public discussion.

From Mary Donnelly (she/her) SUNY Broome to Everyone 03:33 PM

Scott, to clarify: Biological Anthro is/was a DEI course?

From Ellen Brand to Everyone 03:35 PM

Classes are not confined to divisions. They are used by programs across campus

From Erin Marulli, SUNY Broome to Everyone 04:11 PM

Andrew