

Council for Academic Issues

August 31, 2016
Wales 203B
Minutes of Meeting

Attendance: Jeremiah Godfroy, Mary Donnelly, Henry Bartlett, Mary Seel, Scott Corley, Gian Roma, Mark Ryan, Holly Jones, Diane Kelly, Tairi Mead, Joan Lubar, Major Barnett, Lisa Strahley, Rey Wojdat, Timmy Bremer, Lisa Hughes, Scott Kavulich, Sue Slivan, Donna Rehak (alternate for Katie Bucci), Diana Lenzo, Dawn Kutz, Amy Brandt, Beth Mollen, Francis Battisti, Robert Greaves.

Guests: Rachael Hagerman, Dani Berchtold, Penny DelFavero

Members Excused: Denise Abrams, Katie Bucci

Members Absent: Jessie Bullis, Denisa Talovic

- I. **Call to Order** - The meeting was called to order at 3:05 PM.
- II. **Establishment of Quorum/Approval of Alternates** - Quorum was established with the following changes: Donna Rehak as alternate for Katie Bucci, Mary Donnelly as alternate for CAI Chair, Denise Abrams. Some discussion on alternates: as Denise will be out for some time, Mary volunteered to act as Chair in her absence. There were no objections and no other volunteers. Penny volunteered to act as recording secretary in Mary's place for this meeting. Mary Seel is the corresponding secretary.
- III. **Adoption of Agenda** - The proposed agenda was approved with some changes.
- IV. **Approval of Minutes** – May 10, 2016 - Minutes were approved as electronically submitted.
- V. **Announcements/Correspondence**
Should we have an add/drop period? This would empower students to make decisions. There are reasons to add and drop.
Students are encouraged to do research projects. Are we prepared to fund them? Are we serious about student research? We have been doing it ad hoc. An institutional review board and a research fair are things to consider. This could be a larger campus discussion; can raise questions if not addressed broadly. Discussion is welcomed and there has been some previously. Funding is always an issue. STEM has an annual fair for research projects. We should further this discussion.

Should there be periods of time for registering instead of open? Dropping students for non-payment the week before classes may have academic impact. On future agenda for further discussion.

VI. CAO/Chairperson Report/Updates-

- a. **CAO:** Francis Battisti: We're just beginning to understand the Achieving Success initiative. We're meeting with the two coaches and two large committees: core and data. This is open to everyone. We are looking at where we are and how we define success and quality. We're also looking at what other colleges are doing. The registration committee has met and the deans have been discussing how we can incentivize.

We are moving toward equity. The CDO will soon be in place. We just held the Men of Excellence conference.

We have the [career] pathways. There is a host of courses for freshman to choose from. There are pathways in place but we will be talking about this. Where students transfer to and from opens the discussion.

Are there badges we ought to be offering? Some are credit and non-credit together. This is something to be looked at to be responsive to the community.

Pathways also relate to seamless transfer. There are issues with transfers. This is currently being assessed. Pathways can be built into DegreeWorks but this is in future planning.

We are looking at enrollment; it drives a lot. Are we meeting quality measures? Looking at preparation of students. The Bridge program only had a few students. Students are finding orientation useful; the response to the online orientation has been good.

Discussions are happening in different places. We all need to communicate.

- b. **CA:** Mary Donnelly – no report from College Assembly.
c. **FCCC:** Rachael Hagerman – Plenary in October.

FCCC Applied Learning Committee is seeking experts in applied learning who would be willing to travel to other campuses to share their expertise.

The EIA will be sending out a survey on college readiness.

There has been discussion on transcripts and co-curricular transcripts; also on micro-credentialing.

When classes are offered outside of our campus, how are they done and how are they assessed? A survey will go out.

There was a resolution on Student Assembly. Many CCs do not have an active Student Assembly like ours.

We will be providing best practices for veterans' affairs.

Looking at the possibility of tying child care and Teach NY together.

The Spring Plenary is here in April. Would like shared governance participation to demonstrate our government structure.

Each campus is approaching diversity in different ways. FCCC has not formulated a resolution yet. It was noted that no statement being made can indicate that there is a lack of support. We have made good movement on campus. FCCC needs to reinforce the need for some seed money; part of the need is the need for funding. The recent conference was done with a grant. We didn't know that CCs could apply for it until we heard about it from BU. It was also noted that if the same resolutions are repeated, no one listens to them.

- d. **SLAC:** Rachael Hagerman – The first meeting is in a couple of weeks. Where should the program assessment committee be, and what will the resources be?

Continuing Fast Forward and online assessments. We're not getting counted for both. Middle States need the information on our assessments.

The information management module needs to be finished. Program assessment hits every area of the campus.

VII. Reports from Committees/Working Groups

- a. **SG Chairs** – Seeking volunteers for chancellor's awards committee. Materials will be due November 14th for adjuncts. The request for nominations should go out today; we finalized the call for nominees yesterday. We tried to send it out earlier this year to allow adjuncts more time to prepare. The process will be faster. A committee of six or seven people will make it go quickly.

VIII. Old Business –

- a. At our next meeting we'll hear from Donna on prior learning assessment.

- b. Academic Honesty Policy processes – the procedural thing is to bring them back to CAI this fall.
- c. Workplace Bullying Committee – the names were forwarded to the President. Mary will take it back to CA.

IX. New Business

- a. Chancellor's Awards
- b. Health Sciences Chair representative – was Denise
- c. Can't assess transfer yet because it just got started. Ongoing issues should be sent to Francis. We have no control over what gets accepted by another college. We also need to look at what transfer credits we are accepting.
- d. Bookstore: 88 people can't get their Business Law books as the bookstore ran out. Does the textbook committee rep know this? The process may be flawed; bring to Debbie Morello. If this happens you should report it to your dean. The bookstore gets a report on enrollment and courses. This issue will also go to SA to see how severe the problem may be. There was further discussion on the bookstore, types of books, the publishers, availability of books elsewhere, and custom books for Broome. Custom books can save the students money.

Faculty reps should send their constituents an email. We don't know the scope of this. How many classes are in this position? The textbook committee should receive this information.

- e. Student Assembly is working on the senators' elections. September 6th is the due date. There is a re-election for the VP of Student Affairs.
- f. The Student Activities budget has been reduced. Without the funding it's too cumbersome for clubs to do what other departments want them to do. There are differences between outcomes and output. The best numbers are not outcome-related. Can we do a student survey? Many are curriculum clubs and there are differences within the allocations of those fees.
- g. The SUNY Applied Learning Conference is November 17th and 18th.
- h. Francis has free tickets to Champion Day at the NYS Fair; first come; first served.
- i. Sesime has received software products for assessment.
- j. We are sponsors of LUNA this weekend.
- k. Do we have a Chief Technology Officer? Is this a COI issue?

- l. September 20th is the Service Learning Fair. There is still time to invite community partners.
- m. Would the group like to send something to Denise? Her surgery went well but there will be a long recovery period. Send your contributions for Denise's gift to Rachael.

X. **Adjournment** - meeting adjourned at 4:28 pm

Shared Governance Chairs met August 17, 2016

Chancellor's Award for Excellence in Adjunct Teaching
