



**Council for Academic Issues
Meeting Minutes
Wednesday, March 2, 2022 – 3:00 PM to 4:30 PM
ZOOM Link - <https://zoom.us/j/97490462705>**

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** - ____ : ____ PM

- II. **Establishment of Quorum** (min. 13 voting members)
 - a. Approval of alternates – Name in Zoom chat & CAI member representing
[C. Surdey for S. Malmberg](#)
1st motion: [Sara](#) _____ 2nd motion: [Jen](#) _____ In favor: [all](#) _____
 - b. Guests – Name in Zoom Chat

- III. **Adoption of Agenda**
 - a. List changes (if applicable)

- IV. **Approval of Minutes** – Wednesday, February 9, 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** - Andrea Roma
 - i. College Assembly minutes from 2/7/2022 meeting - Attachment

- VI. **Report from VP of Academic Affairs** – Dr. Penny A. Haynes
 - [Working on SUNY sponsored strategic enrollment plan. 2 committees, 1 on retention one on enrollment. Will focus on adult students and underrepresented minorities in community.](#)

- VII. **Report from Student Assembly (SA)** – Antonia McCormack, VP of Academic Affairs
 - [welcome! Nothing to report. SA working to provide information about Ukraine situation.](#)



-Carla: There's some sort of gathering happening downtown in support of Ukraine this weekend. If you are aware.

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

IX. Standing Order of Business

a. Old Business

- i. **Restructure of the College**
 - ii. **Shared Governance Assessment**
 1. SG Structure Evaluation Workgroup [snow day cancelled meeting](#)
 - iii. **DRAFT Standards for Academic Progress Policy – PDF Attachment**
 1. Review feedback & questions from member's and their constituencies
- Sarah: a lot of wording feedback. Going to send to Andrea directly. Read some of it to CAI.
 - o Also stressed a need for consistent timelines in readmission.
 - o Concerns about how this all affects retention.
 - o Submitting letters to a committee can be intimidating for students.
 - o Make sure people can apply for readmission starting in the next semester, don't keep people out for a semester.
 - o Procedural concerns: who is creating the procedure? Many clarifications requested about circumstances listed.
 - o Other questions as well.
 - Jen:
 - o Is there still something like fresh start? Should it be part of it?
 - Marty response: fresh start has no bearing on academic standing.
 - o For competitive programs, would a spot need to be held for them for this to play out? (Up to 3 consecutive terms) If it works differently for said programs that should be reflected in the document.
 - Carla:
 - o Concerns similar to what Sarah has said. Cautioned about good intentions not always being what is best for students.
 - o Program chairs liked having input.
 - o Would like committee part taken out.
 - o Do we require 3 consecutive terms as non-matriculated? They can't afford that and we'll lose the students.
 - o Feels like we're treating them like the unvaccinated... is this too much, too many hoops, too severe when maybe they just had a bad semester?
 - Timmy: can we do extended probation? One semester performance can enhance the probation period to give them time to avoid being dismissed.
 - o Marty: if someone dismissed, they come back and are on a plan and they have a good semester while not meeting overall standards we don't re-dismiss them, we keep them on probation. Not true about before dismissal.
 - Sarah: some more wording commentary.
 - Gian: Is it possible, for Timmy's point, that a student has 2.0 a bunch of semesters in a row after getting dismissed, their GPA never hits 2.0 so they can't graduate. Can they pay or receive financial aid for X semesters and not be able to graduate?
 - o Gina: pointed out you can't get dismissed after 1 semester in this policy. Being "on a plan" should

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mean they are on some track to end up graduating. As long as they are on their plan they won't be kicked back out, just may be on probation. (A lot of this is rooted in Federal financial aid regulations, some copy/pasted). Reviewed the purposes the committee was targeting when working on this policy.

- Dr. Haynes: concerned about having one person make these decisions alone. Liability and consistency issues become more possible.

2. 3/16/22 – Vote regarding endorsement

iv. CAI Membership Elections

1. 2/28 - 3/15 – Call for nominations [form has been out in emails.](#)

2. Due 3/21 – Nominee(s) accept deadline

3. 3/22 - 4/1 – Voting of new members

4. 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

X. Adjournment - 3:42 PM

1st motion: [Sarah](#) _____ 2nd motion: [Carla](#) _____ 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 16, 2022 - <https://zoom.us/j/95416255113>

Council for Academic Issues 2021-2022 Action & Results:

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

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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)	X
FT Instructional Faculty (Liberal Arts); <i>Chair-elect:</i>	Andrew Haggerty	(Votes)	
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)	
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)	C. Surdey alternate
FCCC Delegate:	Mary Donnelly	(Non-voting)	
Parliamentarian:	(Vacant)	(Non-voting)	

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Guest: Melyssa Wrisley	Guest: Marty Guzzi
Guest: Jessica Pionteck	Guest: Erin Marulli
Guest: Thomas Quain	Guest: Kate Taylor
Guest: Dani Berchtold	Guest: Nicole Brooks

Zoom chat:

14:59:56 From Andrea Roma - SUNY Broome to Everyone:
Guests and alternates please put your name in the chat. Thank you!

15:00:06 From Dani Berchtold to Everyone:
Dani Berchtold - guest

15:00:50 From Carine Surdey to Everyone:
I'm in for Stephanie (DLSC)

15:02:04 From Marty Guzzi Broome to Everyone:
Marty Guzzi, guest.

15:02:05 From Erin Marulli to Everyone:
Erin Marulli, Guest

15:02:10 From Kate Taylor to Everyone:
Kate Taylor- Guest

15:02:11 From Thomas Quain to Everyone:
Tom Quain, Guest

15:02:18 From Jessica Pionteck to Everyone:
Jessica Pionteck - guest

15:02:51 From Melyssa Wrisley to Everyone:
Melyssa Wrisley, Guest

15:11:55 From Andrea Roma - SUNY Broome to Everyone:
Can everyone see the policy on the screen share?

15:12:02 From Dani Berchtold to Everyone:
Yes

15:12:05 From Tina Seedborg to Everyone:
yes

15:12:06 From Andrea Roma - SUNY Broome to Everyone:
TY!

15:12:08 From Erika Olenik to Everyone:
yes

15:18:54 From Sarah E. Belancsik to Everyone:
It's my understanding that if students are dismissed from their competitive admissions program, they need to reapply unless otherwise discussed with the department chairperson.

15:21:12 From Sarah E. Belancsik to Everyone:
I agree, Jen!

15:21:55 From Sarah E. Belancsik to Everyone:
*barely articulated :)

15:22:17 From Rick Martin to Everyone:
*quickly. I got hard to keep up with typing lol

15:22:47 From Sarah E. Belancsik to Everyone:
Sorry about that, Rick. I talk how I walk, quickly.

15:22:54 From Rick Martin to Everyone:
no worries!

15:24:09 From Michele Snyder to Everyone:

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Not all assistant deans do this--my assistant to the deans do not do this work

15:38:14 From Carla to Everyone:

Terri Kettering, the Staff Associate to STEM did the work for the division until she retired

15:38:57 From Erika Olenik to Everyone:

Currently, no assistant to the deans manage the appeals

15:39:58 From Carla to Everyone:

You are correct, I misspoke, it was the staff associates that performed that function