

Council for Academic Issues

October 5, 2016

Wales 203B

(Draft) Minutes of Meeting

**Attendance:** Jeremiah Godfroy, Destiny Louissaint (sub for Jessie Bullis), Mary Donnelly, Henry Bartlett, Mary Seel, Scott Corley, Brian Loy, Mark Ryan, Tairi Mead, Joe Julian (sub for Joan Lubar, Major Barnett, Lisa Strahley, Timmy Bremer, Lisa Hughes, Scott Kavulich, Sue Slivan, Donna Rehak (sub for Katie Bucci), Dawn Kutz, Amy Brandt, Beth Mollen, Francis Battisti

**Guests:** Christen Baumbach, Dani Berchtold

**Members Excused:** Holly Jones, Denise Abrams, Diane Kelly

**Members Absent:** Rey Wojdat, Robert Greaves

**I. Call to Order** – The meeting was called to order at 3:07 p.m.

**II. Establishment of Quorum/Approval of Alternates** - Quorum was established and alternates approved: Joe Julian for Joan Lubar and Brian Loy is a permanent replacement for Gian Roma, and Destiny Loussaint for Jessie Bullis.

**II. Adoption of Agenda** - The proposed agenda was approved after being amended to include a presentation by Rey Wojdat on International Education.

**IV. Approval of Minutes** – September 28, 2016 - Minutes were approved as electronically submitted.

**V. Announcements/Correspondence**

Two Your Voice Matters meetings have been scheduled. One meeting is specifically for and to be attended by faculty and staff and the other one is specifically for and to be attended by students. Many concerns were raised regarding the issues that have and or may come up at Your Voice Matters meetings. It was noted that there is a difference between complaints and policy reactions. Correct processes and procedures should be followed regarding any concerns or issues. However, it is not always clear what the proper process/procedures/policies might be. Are the concerns/issues raised general to the college or do they tend to be more individualized overreactions? In any case, it is important not to marginalize or dismiss any issues/concerns

anyone may have. It is important to have this participation by all members of the college community. Your Voice Matters forums are open to all and the next forums are scheduled for November 1<sup>st</sup> and November 8<sup>th</sup>.

SWOT analysis is now up in the air. Two meetings have been put forth, one on October 19<sup>th</sup> and the other on November 2<sup>nd</sup>. These meetings would consist of 15-minute blocks of time and this was agreed upon. However, these meetings may not happen because a decision was made to collect data electronically. It is important to participate in the electronic collection of data to gather as much information as possible and this information could form the foundation of analysis of possible themes related to the SWOT initiative. Much clarification was needed to explain what the SWOT survey was about and how it can be used in a face-to-face meeting for analysis. There were many questions related to how the survey works with regard to collection of data, and whether or not a person could fill it out more than once, is there some accounting of the information collected, etc. It is important to gather the best information possible through this process and the faculty must have a strong voice as things move forward.

## **VI. CAO/Chairperson Report/Updates**

### **a. CAO: Francis Battisti:**

Inside HigherEd has an excellent article related to the future of online resources and all are encouraged to read the article and attend an online seminar that will be available related to online/open educational resources. Dr. Battisti will send additional information about this to the CAI correspondence secretary for distribution to members. The latest facilities plan was rolled out at the deans meeting this week and it was noted that this presentation had been refined. The facilities plan is focused on different scenarios rather than on independent buildings to produce a more holistic vision for the college. There will be additional presentations on the facilities plan for the chairs in late October and then for the campus community at large in the near future.

Dr. Battisti noted that the SUNY system has moved to performance based funding which has 17 variables. Last year SUNY Broome got six grants, even though community colleges cannot apply for grants directly which means he has to get dates with people tied to four-year colleges and hope to get someone interested in writing a grant together. This makes his job much harder, but he works on trying to get lunch dates first. This year SUNY Broome has set aside \$200,000.00 for software, however there is grant money available for this purpose. Therefore,

Dr. Battisti will be looking for to secure grant money before spending the post of money that has been set aside.

Dr. Battisti will be attending a meeting next week related to seamless transfer so if anyone has had issues with this program, please let him know. The admissions office at SUNY Broome was restructured last February and there may need to be more restructuring and/or modification.

They are working very hard and have admitted 1500 new people.

Strategic planning is ongoing. Thirty-five students have been visiting the college from Mexico and they just love the place. They feel at home with the SUNY Broome family. They represent many different majors and he would like to see this program expanded. These students study at the college for one semester.

COIL got two more grants and they are going to Cairo and Morocco.

A dean from Marywood University in PA is working with people at SUNY Broome to create several 2 + 2 programs. These programs include majors in nutrition, communication, sports studies, music, physician assistant, and more. For enrollment planning, we are now going to PA because we are the least expensive college option between Binghamton, NY and Scranton, PA. Achieving Success meets tomorrow and all are encouraged to attend.

Questions and concerns were expressed concerning the English placement test and something that happened that I did not catch related to the BPS division's use or non-use of the English placement test. Although, the dean of the BPS division did have a conversation with the LA dean and the English department chair last summer. Even so, there are some serious issues here that must be addressed and Dr. Battisti is having a meeting about these questions and concerns tomorrow to work these issues out in an appropriate manner. Members of the English faculty made it clear that the English placement test addressed many academic issues and concerns related to the English curriculum, this matter will not be taken lightly, and there will be much more conversation forthcoming within the English department related to this issue.

A diversity report plan needs to be submitted to the SUNY system. The Diversity Committee will develop this report and it is due in November.

Rey did not attend the meeting to give his presentation related to courses offered as a study abroad option. However, Dr. Battisti stated that study abroad international involves courses offered under the SUNY Broome name without the review of SUNY Broome faculty. How do we handle this with Middle States? There are 25 years of history related to this program that

must be taken into consideration. Some of the faculty currently teaching these courses are coming to visit SUNY Broome and will be meeting with Rey. Rey might even do something with a school in Italy. Dr. Battisti would like to see more study abroad courses developed by faculty.

**b. CA:** Met Monday. Nothing new that has not already been covered here.

**c. FCCC:** The following were nominated for the Chancellor's Award for Excellence in Adjunct Teaching and chose to move forward with the process—Marcia Blackburn, Robert Congdon, Judi Dzuba, and Theodore Nappi. The following were nominated for this award but chose not to move forward with their nomination—Christopher Keaty, Joan Koster, Joseph Julian, and Richard Schleider.

Please send letters of support directly to the nominee by Friday, October 21<sup>st</sup>.

Others are welcome to review the packets; timeline:

Packets are due to the RTC by 10-28-2016

Committee must decide who will move forward by November 10<sup>th</sup>

All materials need to be to Patti O'Day by November 10<sup>th</sup>

The Plenary start on 10-05-2016 and Rachael will have a full report at the 10-19 meeting.

**d. SLAC:** Finishing collection of the 2015-2016 SKAC reports, remaining reports are due by October 7<sup>th</sup>.

2016-2017 SLAC Planning form was sent out on September 30<sup>th</sup> and will be due Friday, November 4<sup>th</sup>. Please contact Rachael with any questions ([hagermanrm@sunybroome.edu](mailto:hagermanrm@sunybroome.edu)). She would be happy to meet with departments to help them develop their plans.

Professional development offerings include:

Last Friday they offered Assessment A to Z that was well attended

This Friday Writing SUNY Program Reviews in TRC

Friday November 4<sup>th</sup> they will offer Fill Out Your Forms Workshop in D224

Please contact the TRC to register

They are now forming the Program Review Committee that is a combination of SLAC and IEAC. It will report to CAO and IEAC and provide updates to SLAC and CAI as necessary.

The responsibilities of the committee include:

- Assisting academic departments and programs with the preparation of SUNY program review reports

- Maintaining the schedule of required program reviews by alerting programs to various due dates, and ensure the timely completion of quality reports
- Maintaining a repository of completed program review reports, as well as completed program accreditation reports that SUNY accepts as PR equivalents, for the purposes of institutional record keeping and the efficient fulfillment of Middle States accreditation obligations
- Reviewing completed program review reports and providing feedback to respective programs/departments writing the reports
- Writing program reviews is not included. The by-laws have been written and the committee will be reaching out this week to those programs that are due for review this year. If anyone is interested in serving on the committee or reviewing the bylaws please let Rachael know.
- The next SLAC meeting will be 10-04-2016; they will start to review the previous year's assessment reports.

#### **VII. Reports from Committees/Working Groups**

- a. SG Chairs:** Have not met since last week so there is nothing new to report.
- b. Textbook Committee:** The committee needs a member from STEM.

**VIII. New Business:** Dr. Battisti will be sending the enrollment management report from MARCOM to all CAI members.

Rey Wojdat was not available to speak on International Education did not happen.

**IX. Adjournment** - meeting adjourned at 4:07 p.m.

Next meeting on Wednesday, October 19, 2016

Respectfully submitted,  
Henry Bartlett