

SUNY Broome Community College

Council for Academic Issues

Wednesday April 8, 2020

Virtual Meeting via Zoom

Meeting Minutes

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.

Attendees: G. Chase, A. Roma, T. Bremer, C. Michalak, R. Martin, K. Yetter, A. Brandt, E. Frye, L. Heron, K. Weber, B. Congdon, M. Stanton, A. Haggerty, B. Privitera, S. Malmberg, K. McLain, P. Haynes, D. Berchtold, R. Hagerman, M. Ryan, S. Siebold-Simpson

Absent: D. Chirico

Guests: M. Guzzi, M. Breck, J. Spence, M. Sullivan and M. Kinney

- I. Call to Order – 3:05p
- II. Establishment of Quorum/Approval of Alternates
- III. Adoption of Agenda
- IV. Approval of Minutes – March 11, 2020
- V. Reports of Officers
 - a) Correspondence
 - b) Update from College Assembly
 - i. How to move forward with Zoom mtgs.
 - ii. Your voice matters Thursday – 11a – 4/9
- VI. Report of CAO – Dr. Penny Haynes
 - Withdrawal date moved to May 1
 - Some colleges are not going to academically dismiss students – need to speak to FA
 - With re-admission, its somewhat scattered. Recommendations have been made by a committee.
 - Will make a difference with re-admits
 - Academic Affairs and Student Affairs - working with students who have disappeared.
 - Retention and Coaching teams are reaching out. Laptops are available (100 currently).
 - What some of the students are noticing about some of the courses – courses are inconsistent.
 - Summer classes are now online. Training will be available for Bb shells. Shells were given to everyone – so if people do not have Bb training – please do so.
 - Have a Plan B for Fall – JUST IN CASE – being online.
 - Placement – hard to do remotely. Examiity is having some issues.
- VII. Reports of Committees
 - a) Academic Grievance

- i. Grievance brought to Dr. Haynes' desk – March 17, 2020
- ii. Ad hoc committee formed – request for approval sent to body via e-mail
 - 1. No objections – ad hoc committee is reviewing appeal
 - Dani Berchtold is taking the lead on this committee.**
- b) Middle States – A. Haggerty
 - Process is continuing. Drafts should be completed by the end of this month.
- c) Stephanie – Conference call with Chancellor
 - There are funds - 14k needed for SUNY students. 10k have been distributed.
 - Budgets – we lost the funding floor.
 - \$850 million dollars lost – ½ is medical. FEMA may offset some of this.
 - Community Colleges are set to lose \$7 million.
 - Chancellor has a work group for budgeting
 - SUNY is on a hiring freeze. Will this lead to imbalance with adjuncts?
 - Travel is frozen.
 - Work groups for faculty learning distance learning.
 - Fall strategies – online, blended – not able to be determined yet.
 - Communities rallying around their students – some colleges had road blocks into the school.
 - EOP will going fully online. For the summer academy too.
 - Pathways – turn denial letters into referral letters
 - P/F was discussed. The Chancellors expects State Ops to accept GEN ED classes as P/F
 - Assessment – Efforts should continue.

VIII. Standing Order of Business

- a) Old Business - None

IX. New Business

- a) Credit Hour Policy – M. Guzzi and K. Weber
 - Marty met with Penny and Broome does not have such policy. Scheduling instructions are more comprehensive. He audited some courses. 1 credit = 50 minutes and 2 hours outside of classes – for a 15-week course. This needs to be approved by the Board of Trustees
- b) Budget Update – M. Sullivan (See handout attached)
 - There was a 4-page handout, relative to the current budget (same as last months).
 - Some main drivers:
 - Revenue – Projected enrollment decline of 6%. Now we are at a 9%.
 - Payroll - \$800 thousand negative variance.
 - How to offset – row 10 and 11. FF. No travel. Contracts. Departments can send requests. Some funds have been transferred back in to accounts. Capital Repairs was reduced.
 - Number 1 objective is to identify is to balance the budget each year. We've done it the last 3 years.
 - COVID 19 has yet to play out. Right now, summer is down 30%. Summer is only about 4% of our total enrollment.
 - College has incurred additional costs for online learning.
 - Since closing down the campus for COVID – we may be saving HLP.
 - We have a reasonable shot at balancing the budget. Spend less.
 - Page 3 – FTE and student enrollment / graduation rates are underlying factors beyond COVID 19. View the 5-year trend. Actuals – FTE's are declining. HS grads are declining 5-7%.
 - Down state is the main force for the dorms (330 students).
 - There is a challenge for next year (pre-COVID 19).
 - Hard Freeze for filling positions. \$3.2-million-dollar deficit. Trying to avoid layoffs.
 - Fees might be increased for students
 - Carla – Concerned that the college's number one priority should balance the budget, when should it not be our students – shouldn't we offer the classes they need? With increased sections

– it was to accommodate student needs. Dr. Drumm’s email about a grant - \$4.5 million. Cutting sections is the worst thing we can do. If we support retention – those non-instructional people help us support our students. I’ve been here since 1986 – she has seen this happen over and over. We say we want to retain – but we don’t actually do it.

Joe- With layoffs- as a FA rep. – the Paradox with Dr. Battisti. Mr. Sullivan – its donated. M. Sullivan – the finance dept. # 1 priority is to balance the budget. COVID-19 is a perfect example to set aside funds. Any operation should have 3 months cash on hand.

The next 5 years are going to be tough on the budget.

Gina- Can we extend time? Stephanie motioned, Kerry seconds. Motion to extend 15 minutes. 2 minutes for M. Sullivan. 13 minutes for P/F motion.

c) Faculty/Staff Your Voice Matters – postponed to April 9 via Zoom

d) Pass/Fail option during COVID-19 Discussion

-Andrea – one of the attachments – Google Docs of compiled comments from constituents.

-Joe Spence was invited to talk about transfers.

-Recommendation to Dr. Haynes about P/F.

-Equity is a focus.

-Stephanie – sister colleges are exploring this. Seems like a good option. Students First policy. At BU, students can request a P/F and it will not touch their GPA. Retroactive P/F are permitted.

-Marty – A note could be placed in that semester as far as “Covid-19” reasoning for P/F. Other schools will accept a P/F for transfers. There are behind the scenes for P/F.

-Carla – Constituents are divided. Whatever we do, educate the students as to the ramifications. In her classes, students are not reading. Remember, not all our students go to a 4-year school.

-Joe-Oswego – limit up to 12 credits and will vary by program and degree – ACCT will not be accepted as P/F for example. P/F might not bode well. Oneonta will be generous. So, it is dependent on the accepting school. Shift down a gear or two....

-Rachael – If we give a P/F – we do not have a number for P. It could put a student in a bad situation. What about the summer? What are the long-term ramifications? Think about competitive admissions. Think long-term – 5years down the line.

-Gina- Look at the Google Doc for more information - It’s a campus- based decision. With appropriate advising. Do not go all P/F.

-Ben- from a student point of view – its hectic. Nobody really understands how it would work. Personally, he thinks about transfer credits.

-Richard- Students should opt-in. Zoom advisement maybe? Could a student request (in a year’s time) to change the grade from P to C?

-Andrea- We do have a grade-change form.

-Marty – Grade change forms are available for 1 year. Approved by faculty member and Dean. Is a P a C and above?

-Rachael – in an accredited program – D is failing.

-Penny – With the number of opinions to make a small proposal for people to review. Or forget it.

-Andrea and Gina will send something out this week as far as a proposal. Maybe a P/F is up to the instructor and has 1 year to change it if needed for transfer. Health sciences cannot participate.

-Richard – A P should be a C or above.

-Andrea – Academic Advising should be included in this option.

-Gina – Anyone have a motion?

Rick – Motion to write a proposal for the P/F options that will be sent to CAI members by 4/9 and find a speedy way to vote on it. Racheal said we could use a Google Form to vote. Timmy seconds the motion.

X. Adjournment – 4:37pm.

****Next Meeting: Wednesday April 22, 2020 from 3-4:30pm via ZOOM****

Date:	Issues/Concerns:	Referred To:	Agenda Section:
4/13/2020	P/F Recommendation to VPAA	Vote passed 14/2 sent recomment to VPAA on 4/14/20	IX.d.
3/12/2020	By-laws modification to remove SLAC from CAI	Approved at 3/12/2020 CAI meeting - Notified P. DeFavero 3/18/20	VIII.a.i
3/12/2020	Week before week before	no more discussion as of 3/12/2020	VIII.a.ii
3/12/2020	Drop/add policy	CAI Chair sent concern to Chairs and Deans Mtg Group 3/11/2020	VIII.a.iii
3/12/2020	Restructuring	Maintain on agenda to monitor updates	VIII.a.iv
3/12/2020	Define what "At Large" means and its constituents	CAI Co-Chairs	VIII.a.v.1
3/12/2020	A few sentences that describe what CAI is	CAI Co-Chairs	VIII.a.v.1