

Council for Academic Issues

November 16, 2016
Wales 203B
Minutes Notes

Attendance

Jeremiah Godfroy, Mary Donnelly, Henry Bartlett, Mary Seel, Scott Corley, Brian Loy, Mark Ryan, Holly Jones, Diane Kelly, Joan Lubar, Major Barnett, Lisa Strahley, Rey Wojdat, Timmy Bremer, Lisa Hughes, Scott Kavulich, Sue Slivan, Donna Rehak, Dawn Kutz, Amy Brandt, Robert Greaves

Guests

Dani Berchtold, Rachael Hagerman, Christen Baumbach, Meghan McGuinness

Members Absent

Destiny Louissaint, Tairi Mead, Beth Mollen, Francis Battisti

Members Excused

Denise Abrams

I. Call to Order

The meeting was called to order at 3:05 p.m.

II. Establishment of Quorum/Approval of Alternates

A quorum was established (NB: 13 is a quorum) and the meeting is duly opened for the transaction of business.

III. Adoption of Agenda

The proposed agenda was approved.

IV. Approval of Minutes—October 26, 2016

The minutes were approved as electronically submitted.

V. Announcements/Correspondence/Reminders

Mary Donnelly attended webinar on COACHE survey. Will keep us apprised of developments. Instrument is being developed now with Sesime. This survey is planned for late January.

Had successful “Your Voice Matters” meeting on Nov. 8. It was a productive conversation on campus climate and attitudes, communication, being in the loop, etc. Cool movie being shown tonight for Phi Theta Kappa. “In America” about Irish immigrants, it is a great movie. There will be discussion after the movie. All are invited and encouraged to come.

VI. CAO/Chairperson Report/Updates

a) CAO: Francis Battisti/Danielle Berchtold

No report.

b) CA: Mary Donnelly

Mary attended on Monday. Congrats to Lady Hornets on their national title. Dr. Drumm addressed budget cutting exercises related to payout with settlement of retroactive faculty contract. ABET accreditation was awarded to our engineering programs. Applied Learning Conference is beginning tomorrow downtown in Binghamton. Supposed to be 250 attendees and nine of our faculty are presenting. The calendar committee is currently going through the stress of putting SUNY Broome academic calendar together. Is anyone interested in joining the academic calendar committee? Dates will be set for the next three years. The committee will not be entertaining alternative calendar issues. Rachel will be happy to dump all materials on someone who is interested in doing calendar work. Every attempt is made to align the SUNY Broome academic calendar with the BOCES calendar to make things easier for some while also staying with the notion of a standard college calendar.

c) FCCC: Rachael Hagerman

No updates. They have not met and there has been very little correspondence. There will be another meeting in January.

d) SLAC: Rachael Hagerman

The forms were due two weeks ago, Nov. 3. Have about half of the forms they should have at this point. No SLAC meeting this past time, people were too busy. No progress made at this point. Registration seems to be going well, maybe up a bit from past years at this time.

Reports from Committees/Working Groups

a) SG Chairs

The SG chairs met on October 24 to review and refer issues submitted to Shared Governance. They discussed SG assessment, and nothing else came forth.

b) Textbook Committee

As submitted by Christen Baumbach:

Report for CAI- 11/16/16

1. Karen Pitcher has decided to no longer participate in the Textbook Committee since Chris Baumbach stepped up to be the chair. Her hard work and desire to chair the committee for several years is greatly appreciated.
2. The charge of Committee from Dr. Battisti for the Textbook Committee focuses on investigating the use of OER's. It is a goal of Open SUNY to make more OER's available to students. The members of the Textbook Committee will be creating a survey for instructors to investigate this topic so that we can gain knowledge regarding why they are or are not being used at SUNY Broome. This will be created this semester and will go out to those who teach online classes in early spring. The remaining faculty will be surveyed thereafter. Noah Roth and Chris Baumbach will talk to the TRC about a presentation to faculty in early spring on the topic of OER's.
3. The committee decided not to forward a suggestion regarding instructors encouraging or requiring the use of textbooks they have written for their students

- as this could or may infringe upon their rights as an instructor regarding what text they choose to use in his or her individual courses. Collectively, the committee decided that this issue is outside of the periphery of the Textbook Committee.
4. The committee will watch a webinar on OER's together at the next meeting and then discuss it. Following the discussion we will formulate questions for the survey and also discuss amending the Best Practices for Textbook adoption document that is provided to help new instructors after they are hired. The current document is included in this document.
 5. Next Meeting: Thursday, December 8th at 10:00 AM- Library Conference Room.

BEST PRACTICES FOR TEXTBOOK ADOPTION

- Consider the cost of a textbook and other materials when considering them for adoption...*Publishers are required by federal law to disclose the price of textbooks being considered for adoption so it is fairly easy to research the cost of the materials that you are asking your students to purchase.*
- Consider working directly with textbook publishers to negotiate for more competitive textbook pricing for the textbook(s) you are considering for adoption. *Competition for book sales is fierce these days. Faculty have the upper hand when negotiating for the best price for students...try it !*
- Consider “recommending” rather than “requiring” a textbook if it is considered supplemental and not used for a major portion of your course.
- Consider using “open access” materials to substantially reduce textbook costs for students.
- Donate desk copies of the textbooks you require to the Library Reserve collection. *This helps students who may have to wait for aid in order to purchase textbooks.*
- Did you know that when you submit your book adoption list by the due date, you are directly responsible for helping students receive top dollar at textbook buyback !

Here's why*an on-time or early textbook adoption list immediately notifies the bookstore that Professor X will be using Textbook Z for the next course offering. Doing so adds value to a used textbook buyback (50% of list price) because the bookstore knows the text will be used again. The textbook buyback process supports inventory of used editions for future students seeking early adoption, students who wish to sell back textbooks lose up to 30 % of a textbook's buyback value*

c) By-laws Committee: vote

By-Laws adjustments need to be voted on. Motion to approve both changes was put forth. First point was put forth for discussion. Question was called, oral vote called, all in favor, motion carries by unanimous voice vote. The second motion comes forth. Motion to approve by oral vote put forth. Vote called and motion carries by unanimous voice vote.

VII. Old Business

No Old Business

VIII. New Business

a) Math Issues

Request that math department develop a one semester general education math course so students would not need to take two sections. MATH-115 will be a stand-alone general education course starting spring-2017. There are some students that took MATH-115 this semester so they will need to take MATH-116 next semester. Don't know how many at this point. The new MATH-115 is a combination of MATH-115 and 116. A change needs to be done on the SUNY website about this change so MATH-115, by itself, will satisfy the general education requirement without MATH-116.

b) Issues with NSC & Decker chemical venting

At CA on Monday a faculty concern was received. Basically, faculty were teaching lab, under fume hoods, had very concentrated acid, the fume hood were turned off as part of the HVAC system for maintenance. Concern was that this was done with no notification to faculty, done at the time lab was being conducted, and nothing was done about evacuating the building, etc. Students were allowed to remain in the building even though it was a dangerous situation. Faculty member did not receive satisfactory response from administration on this issue. This is a COI issue but also academic. There was much discussion on this issue. This is to go to SG chairs and on to COI. Discussion continued about many other maintenance issues related to budgets, decision making, etc. There are many problems related to maintenance and decisions about making money available for proper maintenance and the training necessary to deal with some of the complicated equipment housed within the SUNY Broome complex of buildings. Maintenance needs to be scheduled around class hours, etc.

c) SWOT Analysis

Threats (external and things that seem to be out of our control)

Government—budget/finance, support, funding

Economy

TC3 because of their policies, competition, EBI, Ridley—Lowell along with others

Online instruction (push for MOOCS by other institutions—including Ivy Leagues)—what sets our online courses apart from others

Perceived SUNY Broome reputation by high-school students and others is low, a threat

Community Reputation (those who see us as “Front Street High”)

Full-time/Adjunct ratio

Full-time/Part-time student ratio

Underprepared students, noted difference between homeschoolers and others

Federal Academic Progress Standards (every credit attempted is reviewed)

Varying academic standards and local requirements

Four different GPAs

Economically endangered students totally dependent on financial aid

Increasing substance use in the community

Need for more on-campus security and security training (moved to weaknesses)

Push toward fully online coursework—loss of face-to-face interaction (moved to weaknesses)

Availability of high quality internet

Lack of local industry available for applied learning opportunities

Lack of mental health resources in area (students do not have support)

Lack of access to restaurants/bars etc. from campus

Current state of national politics

An idea was presented for consideration of CAI member to remove reporting out from agenda and have this information presented to member through other media to save time.

IX. Adjournment

Meeting adjourned at 4:30 p.m.

Next meeting on Wednesday, November 30, 2016

Respectfully submitted,

Henry Bartlett