

Council for Academic Issues

May 16, 2018

Wales 203B

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

Attendance: Christopher Murray, Mary Seel, Joyce Prindle, Mark Ryan, Kristen Yetter, Denise Abrams, Tairi Mead, Christine Baumbach, Joseph Julian, Kennie Leet for Rey Wojdat, Susan Seibold-Simpson, Timmy Bremer, Scott Kavulich, Stephanie Malmberg, Dawn Kutz, Amy Brandt, Beth Mollen, Francis Battisti, Charles Petrolowicz, Brian Loy, Lisa Hughes, Francis Battisti

Members excused: Carla Michalak, Henry Bartlett, Diane Kelly, Carine Surdey

Members absent: Susan George, Cameron Terezetti, Amy Brandt

Guests: Dani Berchtold, Rachel Hagerman, Gina Chase, Marie Finelli, Jesse Wells, Silvia Briga, Andrew Haggerty

Before the meeting began, Charlie Petrolowicz moved that Rey Wojdat and Maria Montemagno be secretaries for next year. Approved.

I. Call to Order: 3:02PM

Denise Abrams thanked everyone whose service was ending and those whose service was beginning. Committee thanked Denise for her service as chair. Denise thanked outgoing secretaries and ongoing parliamentarian.

II. Establishment of Quorum/Approval of Alternates: Quorum was established. Kennie Leet filling in for Rey.

III. Adoption of Agenda: Agenda adopted as amended.

IV. Approval of Minutes – May 2, 2018 minutes approved as submitted.

V. Announcements/Correspondence/Reminders:

None

VI. Report of EVP/CAO : Francis Battisti/Danielle Berchtold

6/27 and 6/28 -- ATD consultants here

Working meetings this summer on new enrollees

Finalizing Perkins Grant request. \$91,000 more this year

Tech fees will be disbursed earlier in upcoming year

Middle States email soon

Michelle Snyder will begin as Dean of STEM on 6/11

CAO search process begins next week

College Readiness week info to come

- VII. Old Business
- a) ad hoc committee to develop process and rubric for the Distinguished Professor Ranks met today. Process underway. Rubrics out before summer begins.
 - b) Maria Montemagno has offered to be a scribe for taking minutes next year – need bylaws amendment
- VIII. New Business
- a) CAI election results: There was a tie in one position -- HS faculty. Constituency will vote to break tie.
 - b) Applied Learning Task Force: Gina Chase wants to resurrect this group. Update on committee. Hasn't met regularly. Gina is in charge of this. Will ask for volunteers to serve
 - c) CAI rep to CAO Search Committee – Susan Seibold-Simpson: She wants input from CAI in search. Reach out to her with ideas.
 - d) A new academic appeal: Need grievance committee to meet today. An appeal coming forward for fall resolution Committee will serve in fall. Question: Should timeline be looked at since this one has to be moved to fall? Grievances can't be dealt with in summer. Questions: Should deadlines be set for grievances in spring so they can be resolved in spring and not held over to fall? Denise explained how process works. Brian Loy will help with this.
 - e) SUNY Broome Event Staff : Overview of their history and work. They advise about and support events. Don't run them independently, except enrollment or major community event. See event help website. Student club events handles through the Swarm and Student Activities.
 - f) Request made for old and new CAI members to introduce themselves.
- IX. Assessment of Shared Governance
- a) Focus group of past Chairs: Ongoing.
- X. Reports from Committees/Working Groups/Chairperson Report/Updates
- a) Text Book committee report – Christen Baumbach: See report distributed via email before meeting.
 - b) Some courses offered only online in some degree/certificate programs. Christen Baumbach: Notice should be given in advance to students entering if there are online-only classes in a degree. Notice should be in catalogue or through advising and if an online-only course is the only offering for program, students should know upfront. Motion: CAI proposes that the DLSC consider a formal communication process with students when online courses are required as part of the curriculum. Susan proposed and Brian Loy seconded. yea 13 nay 0
 - c) Tairi Mead: Final exam times options outside normal class times are available only after 3:20PM. Why? Room? Space? Should calendar and finals week issues be revisited by CAI? **Should go on agenda for first meeting in the fall.**
- XI. Adjournment: 4:07PM.