

Academic Council News and Updates

April 2015

As we approach the end of Spring Term 2015, the Academic Council would like to thank everyone that worked so diligently through the year to improve policy, procedures and processes throughout the college. The Academic Council also has a few updates and news items to share with faculty. Included in this issue are updates to required syllabus statements, the new General Education Statement, a revised Reassigned Time form, Testing Center procedure updates, a Student Evaluations update, and a call for voting on vacant seats and Academic Council Coordinator assistance.

Academic Council Coordinator/Faculty Fellow Call

The Academic Council is seeking a faculty member who would like to work with the current Academic Council Coordinator/Faculty Fellow (Tracy Little) over the coming Terms – Summer/Autumn or Autumn/Spring to transition into the Academic Council Coordinator/Faculty Fellow role. The Academic Council Coordinator role involves scheduling Academic Council meetings, helping to coordinate items, policies and procedures as they move through the Academic Council process, sending out agendas, updating the Academic Council Blackboard Site, coordinating with the Shared Governance Office, and providing updates to the Office of Academic Affairs, CSEA, Shared Governance Office and faculty on Academic Council decisions. Please contact Tracy Little if you are interested in serving in this role.

Vacant Seats and Voting

Voting procedures for the Academic Council and Governance at the college as a whole are still in the process of integration through the Shared Governance Integration Committee and Academic Council Co-Chairs. However, until those decisions surrounding voting and replacement of Academic Council Committee members, the Academic Council Co-Chairs have decided to continue with voting to replace vacant seats. At this time there are at least 5 vacant seats on Academic Council Committees. If you would like to nominate yourself or someone else for one of the vacant seat positions, please send your nominations to Tracy Little (tlittle@csc.edu) by Friday May 1st. Following the

nomination period, a vote will be sent out to all faculty with vacant seats listed. The Academic Council welcomes membership and participation from full-time tenure track faculty of all ranks, however at this time, faculty are only permitted to serve on one Academic Council committee at a time to allow for maximum participation.

Syllabus Statements

The Academic Council reviewed and approved syllabus statements regarding recording in the classroom, and ADA. Earlier statements were sent out that had a several errors. The revised statements are included below, also with a new Title IV statement required by the college. The Academic Council is requesting that all required syllabus statements be loaded into faculty blackboard portals each term, thus allowing for all statements to be up-to-date and to allow for faculty to include on their printed syllabus at their will, or to refer students to the blackboard page. The Academic Council will be working with DEIS, following the completion of the Straight A grant work to provide updated syllabus statements. The new syllabus statements should be included on faculty syllabi beginning Summer of 2015. Many thanks to the professional editors in the Developmental Education Department for assisting with the updates.

Revised ADA Statement

It is Columbus State policy to provide reasonable accommodations to students with disabilities as stated in the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. If you would like to request such accommodations for access, please contact Disability Services: 101 Eibling Hall, (614) 287-2570. Email or give your instructor a copy of your accommodations letter from Disability Services as soon as possible. Accommodations do not start until your instructor receives the letter, and accommodations are not retroactive.

Delaware Campus students may contact an advisor in the Student Services Center on the first floor of Moeller Hall, (740) 203-8000.

New Audio and Video Recording Statement

Audio-and video-recording, transmission, or distribution of class content (e.g., lectures, discussions, demonstrations, etc.) is strictly prohibited unless the course instructor has provided written permission via the syllabus or a signed form. Authorization to record extends solely to students in that particular course. Transmitting, sharing, or distributing course content onto public, commercial, or social media sites is strictly prohibited.

New Title IX Syllabus Statement

Columbus State Community College is committed to creating a learning and working environment that is free of bias, discrimination, and harassment by providing open communication and mutual respect. If you have encountered sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin, ancestry, sex, sexual orientation, gender identity and expression, genetic information (GINA), military status or disability, please contact one of the following people:

Renee Fambro Director of Equity & Compliance Human Resources Rhodes Hall 115 rfambro@cscce.edu Phone: 614.287.5519	Danette Vance Title IX Deputy Coordinator Human Resources Rhodes Hall 115 dvance1@cscce.edu Phone: 614.287.2433	Joan Cook Title IX Deputy Coordinator Human Resources Rhodes Hall 115 dvanhorn@cscce.edu Phone:614.287.2636	Darla Van Horn Title IX Deputy Coordinator Student Life Eibling Hall 203(D) dvanhorn@cscce.edu Phone:614.287.2856
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For additional information about your options at Columbus State Community College or to file a complaint online, please visit our webpage at: <http://www.cscce.edu/services/title-ix/>

General Education Task Force Update with New General Education Statement, Goals and Outcomes

The Academic Council wants to say a giant **Thank-You** to Jeff Bates (Co-Chair) and Steve George (Co-Chair) and all of the members of the General Education Task Force for their hard work and diligent review and revision of the *General Education Statement, Goals and Outcomes*. The General Education Task Force worked over several terms and put in hours and hours of research and review of language so that the college's general education statement, goals and outcomes are the most user friendly ever. The General Education Task Force held faculty forums to review the proposed changes and brought the new General Education Statement, Goals and Outcomes before the Academic Council where it was reviewed and approved. The statement then went on to the Office of Academic Affairs where some very minor revisions were made for grammar, and the new General Education Statement, Goals and Outcomes are now available to share with faculty. Please note – A plan will be forthcoming as to how the General Education Statement, Goals and Outcomes should be presented on course syllabi, revised in the Assessment and Curriculum process, and updated on official college sites, policy and procedure. At this time the Academic Council and the General Education Task Force would just like to share the results of their hard work with the faculty. Please see the attached document entitled, "New General Education Statement, Goals and Outcomes".

New Reassigned Time Request Form

An update to the college's Reassigned Time Request form was far overdue as new opportunities for reassigned time and new needs to track and record said reassigned time emerged. Michele Arnold, working with the Academic Deans, CSEA and Academic Council developed the new reassigned time form to allow for better tracking of what types of reassigned time faculty are requesting. This form will help make Michele Arnold's job of keeping track of how reassigned time funds are allocated much easier. Since most faculty have already made reassigned time requests with the previous form/forms for Summer Term 2015. The new Reassigned Time Request form will go into use for requests for Autumn Term 2015. The revised Reassigned Time Request form is attached.

Testing Center Updates

The Testing Center has been looking for ways to reduce student wait time during finals week, and make the best use of the resources that have been allocated to them. The Testing Center Advisory committee, which includes faculty representation, proposed several items for consideration to the Student Support Committee of the Academic Council. Following, the Student Support Committee brought forward the following recommendation which was approved by the Academic Council Co-Chairs regarding final exam testing at the March 2015 Academic Council Co-Chairs meeting.

During finals week only final exams and final exam makeups should be administered at the Testing Center beginning Autumn Term 2015. Faculty should set due dates for all other course exams prior to the final exam before the beginning of Final Exam Week.

A recommendation was discussed that included a request to not set Saturday as a deadline for an exam, as Saturday's have the highest volume of students requesting exams at the testing center. No formal motion or vote was made regarding the recommendation, however, it is still requested at this time to consider due dates for tests other than Saturdays.

The Testing Center Advisory Council and Student Support Committee of the Academic Council would also like to remind faculty that a 72 hour notice is

required for administration of regular course exams. Traditional course exams should be administered in the classroom, however, the testing center will administer makeup exams for traditional courses with a 48 hour notice prior to the administration of the exam.

Student Evaluations

The company that provided the paper and pen evaluations that students would take to evaluate their instructor went out of business and was not available this term. A Student Evaluation Task Force was formed to look at how student evaluations should be handled moving forward. After a review of outside vendors, the Task force felt that the online version developed through the DEIS working with Heather Crites had the most potential to be expanded upon and would allow for the greatest flexibility for updating evaluation questions, and allowing for departments to add additional questions that apply to their department or program.

The DEIS is willing to work with faculty and Academic Council Committees to improve the existing version that is available for web courses, possibly develop an application that students can take using their mobile devices in the classroom and allow for broad deployment in all courses if requested. Currently however, the priority for the DEIS is the completion of Straight A Grant work, and thus the updates will not be available until at least Autumn of 2015. If you would like to request an online student evaluation of your web course during Summer 2015 please contact the DEIS.

If you have questions that you would like to be considered on Student Evaluations or would like to provide input as the process develops, please contact Susan Donahue or Mark Bocija co-chairs of the Academic Council Instructional Success Committee.

Faculty Idea Exchange

The annual **Faculty Idea Exchange (FIX)** is just around the corner, and all full-time and adjunct faculty members are invited. FIX is unique as it is a conference *for* faculty *by* faculty that emphasizes best teaching practices. This year's theme is "Critical Thinking." Please save the date, **Friday, June 19, from 9:00 a.m. to 2:30 p.m.**, and make plans to come join your colleagues across campus as we—for the third year in a row—

exchange ideas of how we can most effectively teach and reach our students at Columbus State. We are currently seeking presentation proposals from full-time and adjunct faculty. This is a perfect opportunity to enhance your portfolio or resume via scholarship. The OAA Instructional Success Committee strongly encourages faculty to consider presenting. There are countless innovative and effective instructional strategies related to critical thinking in classrooms, both traditional and virtual, taking place throughout our campus community. Presenting will allow *your* best practice(s) to directly impact the academic success of yet another group of students in another department, in another discipline. If you would like to present on your own best practice that encourages critical thinking in the classroom, please complete the web proposal form at this link: <https://webform.csc.edu/Complete/Faculty%20Idea%20Exchange%202015>

Proposals are due **May 4**, and will be reviewed by **May 18**.

All presentations are expected to be fifty minutes in length, including time for questions and answers.

Registration information for the conference will be coming soon.

We look forward to hearing from you soon!

Sincerely,

The OAA Instructional Success Committee