Academic Council Meeting

MEETING MINUTES - APPROVED

Autumn 2018 – **Friday, November 16, 2018**
10:00 A.M. – 12:00 P.M., NH 013

ATTENDANCE: **Faculty Fellow:** Judy Anderson **Co-Chairs:** Tywan Banks, Frank Barnhart, Martin Blaine, Crystal Clark, Christine Creagh, Zac Dilbeck, Jeanette Ferguson, Holly Finnegan, Lydia Gilmore, Eric Kenz, Tracy Koski, Marc Lord, Tricia May-Woods, Tammy Montgomery, Jennifer Nardone, Amy Popovich, Cathy Ritterbusch, Rachael Romain, Heather Thompson-Gillis, Adele Wright, Barry Young (for Pathways) **CSEA:** Adam Keller

1) **Approval of September 14 and October 19, 2018 minutes** *(electronic attachments)*

   Frank B. moved to approve the minutes from the September 14, 2018 meeting. The motion was <mark>seconded by _____</mark>, and the motion passed unanimously, with no abstentions.

   Jennifer N. moved to approve the minutes from the October 19, 2018 meeting. The motion was seconded by Jeanette F., and the motion passed unanimously, with no abstentions.

2) **Meeting dates for Spring 2019 –** *Judy, All*

   Spring 2019 semester meetings dates will be February 8, March 22, and April 12, 10:00 A.M. to 12:00 P.M., location TBA.

   Action required: Judy will send calendar invites to everyone late Autumn 2018 semester and book rooms.

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3) **Housekeeping -** *Judy*

   Information updating on Blackboard and Academic Council link on College website: Judy reminded everyone to update their respective committee charters (if they have not already done so) over the next two to four weeks so they are updated by the end of the semester. In addition to the charters, Judy will update information on the Blackboard shell including the committee reports, minutes, etc., and the Academic Council link on the College website. Judy emphasized the importance of committee reporting on a regular basis the AC can be able to report out to the campus community on the work being performed and accomplished.

Judy showed everyone the main AC Blackboard shell so everyone can see where they can move/copy the content from their committee shells to the main AC shell. From there, the AC shell will serve as the feeder for everything that will ultimately be pulled for posting in the CSCC website so the entire campus community has ability to view it. (Specific information to be included on the Blackboard website and/or the Academic Council link on the College website was determined at the October 19, 2018 meeting and is included in a table on the Blackboard website.)

Judy also announced that there will be a time in the not-so-distant future when the number of OAA committees will be reviewed in order to determine if committees need to be added (not likely) and/or if we need to combine two or more committees in a logical way. There will be a meeting to discuss this at some point so all AC members and stakeholders can weigh in and reach a consensus. Currently there is no pressure to combine (or not combine) any committees, but that this is a discussion that should be on the table prior to hiring the next Senior VP of Academic Affairs so the ball is already rolling before the new executive leadership is installed.

Action required: 1) Judy will update AC information on AC Blackboard community and work with Sarah Skeen of Shared Governance to get information on AC link on College website by early Spring 2019.   2) Co-Chairs will make sure that committee links are updated on the AC Blackboard community with minutes, charters, etc., by end of Spring 2019.

P&T faculty committee reports*: Judy showed everyone a form to include in their promotion/tenure portfolio that any faculty member can use to organize and report on their work on any given committee.

Action required: Co-Chairs going up for promotion can complete forms for themselves and help their committee members with information they can include for their tenure/promotion portfolios.

4) **Updates/reminders on Actions from October 19, 2018 minutes –** *Judy*

Master Syllabus: Judy reminded everyone that the Student Support and Academic Rules and Policies committees need to work together to recommend what should (or should not) be included in the Master Syllabus so that it is comprehensive but not so overloaded with details or contain information that is better included elsewhere (such as the Student Handbook). Judy said we need just two people from each committee to tackle this, and their work would be to make recommendations about standards and guidelines for the

Master Syllabus; they would also work with Laurie Johns of Curriculum Management, administrator in charge of the Master Syllabus.

Action required: Student Support and Academic Rules and Policies will find two committee members to work with Laurie Johns to determine standards for information to include in Master Syllabus; work group will convene Spring 2019 to determine scope of work, timelines, etc., and report back on progress at AC Spring semester meeting #2 (March 22).

The First-Four weeks college and community resource worksheet that was discussed at the last meeting is still in a holding pattern awaiting a conversion with Tom Erney. It basically needs a permanent home on the Blackboard Master Course Shell so it can be updated an available to all faculty and staff, since it currently just exists as a printed worksheet that lacks any organized sharing or distribution—or the ability to easily update. Jeanette Ferguson suggested it should be posted to Blackboard (as discussed in the last A meeting). Judy also emphasized the need to remove "The First-Four Weeks" from the top of the worksheet since this seems to be misleading, although this is a brand name and so any movement on that front would require consensus from the initiative and the College First 4Weeks Committee.

Action required: Student Support will work with Tom Erney and First 4Weeks committee to get this in place by Summer 2019 at the latest.

All-gender bathrooms: Christine C. gave an update, and it appears there will be one designated in Mitchell Hall once the construction is complete. Other work in this area is ongoing.   In regards to the **Christopher Columbus statue**, there will be an open forum in Delaware Hall (DE 121) on Monday, November 19 @ 1:00 PM to have an open discussion about its future on campus.

5) **Curricunet Requirements Proposal – *Marc L., Tammy M.***

Tammy explained the process for how information is posted or updated on Curricunet and that the current process lacks a sufficient review process prior to the info actually being posted to Curricunet. Once it is posted, it is not possible for the original author to make changes (even if cosmetic) once it is posted. Tammy and Marc explained their committee has created a "Curricunet Proposal Requirements" document that everyone should use before they actually submit a proposal to Curricunet.   The question is how to get this docment into everyone's hands and have people pay attention to it and take it seriously before submitting a proposal. Adele W. and others explained how there is a large volume of proposals that are kicked back because of one or more things that are done incorrectly or missing information that otherwise could be easily avoided if carefully reviewed prior to

submission. Again, the main issue here is that once something is launched in Curricunet, there is no way to change it.

One important part of the process is for proposal originators to contact the relevant department(s) that would be affected by a course change. (An example would be changing a book used in a Math course, then all programs requiring that course would need to be contacted prior to Math submitting a proposal to make that change.) So, the current practice is that if the proof of contacting the impacted departments isn't included in the proposal, then the proposal is rejected (after months of waiting), and the whole process has to start over. In short, the preparation of proposals is not being done properly by many originators. Since faculty are not adequately informed about the process, training is necessary.

A solution to Curricunet training, however, remains elusive. Tywan Banks suggested this training occur at the department level to ensure that everyone understands what they need to include on the proposal and to ensure the proposal won't be rejected for a reason that is otherwise easily prevented with proper training.

After a thorough discussion, Marc and Tammy agreed to make any changes to the "Curricunet Proposal Requirements" document, or not, and then pass it back to Judy, and somehow it will be disseminated to the faculty.

Action required: Co-Chairs of the Curriculum Committee will review the Curricunet Proposal Requirements document for presentation at an AC meeting in Spring 2019.

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6) **Blackboard Data Analytics – *Eric K., Jane R.***

Jane Roberts, Faculty Fellow for Distance Learning, presented the need for faculty to have access to data with respect to Blackboard and digital usage (by students) and the result of the work by their Blackboard Data Analytics committee. Essentially, faculty need data generated that relates to student success, student engagement, and effectiveness of content as well as outcomes, assessment, etc.

Currently, faculty only can get data via course reports on Blackboard, Institutional Effectiveness, Respondus statistics, and the Media Gallery (Kaltura). However, there is a wealth of information that could be available via Blackboard Data Analytics, which is a feature that for years the College has been paying for but has not yet been "switched on" due to privacy concerns from the College's IT department.

In response to this concern, Blackboard has provided an "extractor tool" that can extract specific data and bring it into an analytics framework where it is combined with the institution's SIS data to generate desired reports. In short, faculty would be able to actually see if students are spending time looking at videos or resources, if they are downloading the documents posted, how much time they are spending navigating through the course materials, time on task, and how often, etc.

After discussion, it is clear that the ability for a faculty member to have access to these analytics is viewed with a variety of concerns across the faculty. There is currently no timeline for running a pilot, but any use of this tool will be piloted and the results carefully reviewed prior to any discussions about the long-term use of the analytics tool.

> **Motion:** Christine Creagh motioned for the AC to recommend that the results of the pilot will be collected and shared to the AC for discussion before moving any further with the analytics tool. The motion was seconded by Cathy Ritterbusch, and the motion passed unanimously with no abstentions.

7) **OER update – *Judy A., Amy P.***

Jack Cooley asked Judy to ensure she announces to the Academic Council is to the urgency of OER development at the college. The word from Jack, at this moment, is that we really need to increase our efforts to develop our own OER's at CSCC just in case the State, at some point, may force the state-level OERs onto CSCC. IF we develop our own, then it will be less likely that the state may require the usage of their own.

The meeting adjourned at 12:00 P.M.

Minutes submitted by,

Adam Keller, CSEA Vice President