

## Academic Council Meeting

### MEETING MINUTES

Friday, February 23, 2018

10:00 AM - 12:00 P.M., WD 402

**In Attendance:** Judy Anderson, Patty Allen, Tywan Banks, Frank Barnhart, Jeff Bates, Crystal Clark, Zac Dilbeck, Holly Finnegan, Lydia Gilmore, Paul Graves, Adam Keller, Eric Kenz, Tracy Koski, Mary Lewis, Jack McCoy, Jennifer Nardone, Amy Ng, Ben Pugno, Cathy Ritterbusch, Rachael Romain, Adele Wright

#### 1) Approval of Minutes:

- Approved October 27, 2017 minutes – **Attachment** (electronic)
- Unapproved December 1, 2017 minutes – **Attachment** (electronic)

**Motion** to approve the 12/1/2017 meeting minutes by Mary Lewis, seconded by Cathy Ritterbusch. Motion passed unanimously, with no abstentions.

#### 2) Welcome: New Co-Chairs and Diversity and Inclusion Committee (Judy A.)

Academic Council welcomed new Co-Chairs for existing committee (Eric Kenz for Digital Learning and Paul Graves for Honors) and the Co-Chairs of the new Diversity and Inclusion committee, Frank Barnhart and Christine Creagh.

#### 3) Faculty Professional Development: Plan for Grant Funds Approved, Faculty Funds Update (Judy A., Melissa L., Lydia G.)

**Faculty professional development plan:** Judy Anderson indicated that the faculty professional development plan for a three-year, \$3 million grant has been approved for orientation and training for full-time, ACF, and adjunct faculty. Faculty fellows will be appointed, one from each division, to implement the professional development plan. More details will follow when the Office of Academic Affairs approves the college-wide communication about the plan.

**Faculty professional development funds:** Lydia Gilmore and Melissa Logue indicated there is \$50K allocated for FETPD, although we are unsure when these funds will be released. It is suspected the funds will become available shortly before the money will need to be spent. Lydia asked the committee for faculty help, to see that requests are submitted (directly to the FETPD committee, at [profdevfund@csc.edu](mailto:profdevfund@csc.edu)) so these funds will be used. They fund the book club, Magnum Mentor annual subscription, and other things each year. Near the end of each fiscal year the FETPD committee pools all the unspent funds in order to push for the funds to be used. This additional 50K allocated can be viewed as a “raise” for professional development funds this year, and all faculty need to go back to their department and encourage the faculty in their area(s) to submit requests and use up the available funds.

Some suggestions about how these funds could be spent would be to pay for subscriptions, pay for books, pay for conference attendance (travel+lodging+fees) and so on.

It is possible that even if a faculty were to apply for funds to attend a conference in October (after the fiscal year ends) that money from this year could be used to help pay for it, so long as the requests and expenditures occur before the deadline for spending the funds this year.

As of March 31, 2018, the allocated FETPD funds will be taken back by the college. So as faculty get their requests approved, they need to get the funds spent before March 31. Even if a conference isn't happening until June, then get the request approved and buy the plane tickets and register for the conference and so forth by March 31.

In short, any faculty should contact FETPD directly if they are confused or getting conflicting information from the departments/chairpersons about the allocation of funds.

#### **4) OER Faculty Committee Update (*Judy A., Eric K.*)**

Judy opened the discussion about the creation and use of OER's at CSCC. This topic has become immediately relevant because of a state-funded grant for OER's to be developed by faculty, in return for a stipend or reassigned time as compensation.

Judy informed the AC that faculty should be very aware of these in their relative department/ program and determine what is the best choice for their students. The OER faculty committee has already recommended that the development of an OER or use of an OER at CSCC should still go through the department curriculum and/or review committee before any work or creation is undertaken by an individual or a group within a given course or program.

CSEA has been discussing the structure of a stipend and/or reassigned time as compensation for faculty developing OER's, and is currently working to determine the structure of the compensation, based on faculty feedback and what is the most fair compensation for the work performed.

#### **5) CCP Grades – Master Syllabus Statement Addition (*Judy A., Rachael R., Tywan B., Jennifer N., Patricia A.*) - Attachment (*electronic*)**

Rachel Romain indicated that the terms "Dual Credit" versus "dual enrollment" versus "college credits plus" now have different meanings than when they were initially used to describe the college's policy and procedures around CCP two years ago. Their committee is working now to update the CSCC Policy and Procedure language in this regard.

Changes have been made to the Standard Syllabus Statements to reflect current Policy and Procedure (Policy 5.05) were made, specifically removing and replacing a sentence that referred to what happens if a student fails a CCP course.

The previous, now-deleted language was "If you receive a failing grade for a CCP course, the school district may seek reimbursement for the amount of state funds paid to the college on your behalf for that college course. The new language is "If you fail a college credit plus course, you may have to reimburse your school district for the cost of that course."

Another adjustment to the language was proposed during the AC meeting, adding the the italicized portion of the existing sentence:

*“The final grade will be determined using the College grading scale. This College letter grade will be recorded on both transcripts regardless of whether the College and high school grading scales match.”*

**Motion** to accept the changes to the Standard Syllabus Statements, both by the Dual Enrollment committee and the changes made during this AC meeting, by Melissa Logue, seconded by Lydia Gilmore. The motion passed unanimously with no abstentions.

**Action:** Committee Co-Chairs will follow-through with appropriate offices/individuals to report Academic Council decision.

#### **6) Policy 5.05: Academic Courses and Credits (Jennifer N., Patricia A.) - Attachment (electronic)**

Patty A. presented the changes made to the Policy and Procedure, where the changes are intended to make the policy more concise and easily digested. Specifically, they organized the section describing the ratios required for academic credit versus the number of hours completed for clinicals, field experience, etc. on a 16-week semester.

**Motion** to adopt the changes to Policy 5.05 presented at the meeting, and also the changes needed to still be made based on cooperative work. Motion made by Jennifer Nardone, seconded by Jeff Bates. The motion passed unanimously with no abstentions.

**Action:** Committee Co-Chairs will follow-through with appropriate offices/individuals to report Academic Council decision.

#### **7) Student Evaluation Update (Judy A.)**

Judy indicated the student evaluations will be rolled out this semester. Only paper copies of the results for ACF and adjunct evaluations will be provided to the chairpersons. For TT faculty they will receive a digital copy of the evaluation results, and only they will receive it. The evaluations should be available in time for the 1<sup>st</sup> 8-week courses for Spring 2018.

#### **8) Classroom safety and student conduct “issues”: information sheet development (Cathy R., Amy N.)**

**Student issues/faculty "one pager" information sheet for resources:** Judy mentioned a presentation several weeks ago that covered various issues students face (homelessness, mental health, hunger, etc) and resources available to address these issues. Judy suggested a “one-pager” that faculty could use as a reference for how to get information to a student when they recognize the student is in need of help or support services. Cathy Ritterbusch stated that at least common scenarios could be covered in such a document, and that her committee is currently gathering input and intends to create such a document. Any ideas any faculty have to include in such a document should reach out the the OAA Student Support Committee (Cathy Ritterbusch and Amy Ng are the Co-Chairs).

Judy said the groups on campus that presented on student issues and support have previously thought about creating a one-page document to the same effect.

**Student complaints:** Judy also brought up student complaints. Currently, it seems the process for student complains amounts to a student going to the president (policy 7.13). Judy proposed that there could perhaps be something included in the Syllabus statements required, at the department level, that

informs the student how any feedback they are compelled to submit on behalf of an instructor should be given (lead instructor and/or chairperson, or whatever the process for that course/program/department) may be.

Student complaints on the Delaware campus have been going to the manager of operations or anyone other than the instructor. He also indicated the Dean or director has been informing faculty of student complaints because they are going straight to the Dean or Director rather than the instructor.

**Action:** Judy proposed the Rules and Policies OAA committee could look at this and co-chair Jennifer Nardone indicated her committee could start roping in the statements and/or processes that currently exist at the department/program level, and ultimately can come up with some suggestions for statements that could be included on the Master Syllabus for each course.

#### **9) Shared Governance Process Proposed Revisions Process Summary (Catherine R., Judy A.)**

Judy put up an overhead of the graphical scheme for the Shared Governance process, or as it is intended to move forward and eventually become official. Judy is going to recommend the full document, from which this flow chart summary was derived, for AC review before further discussion and comment.

**Action:** Judy will follow up with Shared Governance to obtain a more detailed flow chart for review at a subsequent AC meeting Spring or Summer 2018.

#### **10) Election – Spring 2018 (Judy A.)**

Judy will organize an all-committee election for Spring 2018. To begin the process, Co-Chairs will be asked to review their membership and give the number of members they need for HHS/BET and A&S and have the numbers ready by the end of the meeting on March 23, 2018.

#### **11) Committee/initiative volunteers needed: Student Success Summit and “First Weeks” (Judy A.)**

Judy informed the group of the need for faculty on various committees around the college (e.g. the Student Success Summit, and others), and will follow up with an email to the co-chairs to assist in filling this roles.

#### **12) Other Business**

Rita Rice informed the group and the MidEast Honor’s conference is May 24-25, hosted this year at Columbus State. For anyone who wants to attend, there is registration fee of \$109, and faculty can request from FETPD the funds to attend (through the formal process).

Meeting adjourned at 12:10 PM.

*Minutes submitted by,*

*Adam Keller, CSEA Vice President*