

## Academic Council Meeting Minutes -Approved

Friday, February 8, 2019

10:00 A.M. – 12:00 P.M., NH 343

**Attendance: Faculty Fellow:** Judy Anderson; **Co-Chairs:** Patty Allen, Frank Barnhart, Jeff Bates, Crystal Clark, Christine Creagh, Jeanette Ferguson, Holly Finnegan, Lydia Gilmore, Eric Kenz, Tracy Koski, Tricia May-Woods, Tammy Montgomery, Karen Muir, Jennifer Nardone, Amy Popovich, Cathy Ritterbusch, Rachael Romain, Fauna Stout, Heather Thompson-Gillis, Adele Wright; **CSEA V.P.:** Adam Keller

### 1) Approval of Minutes – 11/16/18

Motion to approve the minutes from the 11/16/2018 AC meeting by Frank B., and the motion seconded by Christine C. The motion was approved unanimously with no abstentions.

### 2) Sr. VP for Academic Affairs search – *Judy and Co-Chairs who attended Thursday, Feb. 7, meeting*

Mitchell Levy, candidate for the new SVPAA position, met with faculty/staff from CSCC on February 7, 2019. The general opinion (based on the discussion at this AC meeting) of those who attended (Jeff Bates, Judy Anderson, and a few others) is that he is a viable candidate. The overall pool size for the finalists for SVPAA started with 40 viable applicants, which was then reduced to 15 by the search committee, and ultimately what are now the 4 finalists for the positions. There will be open forums on campus over the next several weeks to allow campus stakeholders to meet and talk with each of the finalists (with the first being yesterday, February 7, 2019, with Mitchell Levy).

There is another meeting (or group of meetings) to meet with the next candidate on Monday, February 11, 2019.

For those who attended the meetings with Mitchell Levy on February 7, 2019, there is a survey that can be completed to provide feedback about his candidacy.

(<https://www.surveymonkey.com/r/CSCC-Levy>)

**3) Dual AA/AS degrees; work with Sue Judd in Advising (Pathways and Academic Rules and Policies committees) – Judy**

Judy recently spoke with Dean Todd about some students have recently inquired about obtaining two Associates degrees (both an AA and an AS). It boils down to a student who has earned one of those degrees can take a handful of additional courses in order to earn the other. The Co-Chairs discussed this possibility; several members pointed out that a double major at a four-year institution requires a certain amount of distinct credit hours unique to each major. The Student Support committee, Academic Rules and Policies, Delaware Campus, and Curriculum Committee representatives will form a Work Group to look at this, consider all details, and propose Policy and Procedure language that would articulate how multiple degrees can (or cannot) be awarded and the requirements/restrictions that should apply.

**Action:** Judy will follow up today's meeting with an email to Jeff Bates and Crystal Clark (Co-Chairs, Academic Pathways Committee), Jennifer Nardone and Patty Allen (Co-Chairs, Academic Rules and Policies), Karen Muir (Co-Chair, Delaware Campus), and Tammy Montgomery (Co-Chair, Curriculum) as well as Sue Judd (who offered to attend a AC meeting to further discuss this topic). It was also suggested that Laurie Johns be looped into the conversation. The email will include a reference to Policy No. 5-08 (A-F).

**4) Master Syllabus Work Group update (Academic Rules and Policies, Student Support) – Judy**

Members of the Academic Rules and Policies (Patty Allen, Jennifer Nardone, Julie Cronk, and Diane Souza), Student Support (Joan Petrusky), and Dual Enrollment Committees (Rachael Romain) have all volunteered to be in this work group; Judy will participate, too. Laurie Johns, Terrence Brooks, and Sean Asbury will be included to ensure that all the student support expertise on campus is included in this work. The task is to determine and revise what is included in master syllabi, make some decisions, and establish some criteria so all master syllabi include the same basic information.

**Action:** Judy will organize the Master Syllabus work group that will examine and make decisions about the content, criteria for inclusion, and plans for ongoing updates of the Master Syllabus; Judy will contact members to set up a meeting Spring 2019.

**5) Grades attached to attendance: College policy? (Instructional Success, Academic Rules and Policies Committees) - Judy, all**

This is a current practice in some courses, but faculty have since pointed out (anecdotally) that students have brought lawsuits against colleges in the state of Ohio for such a practice. At this AC meeting, several members revealed that this is also a common practice in some programs simply because it is a requirement to attend clinicals, labs, and other required activities. Most members of the AC had an example of one or more classes where presence in the classroom, or even emailing within required time frames for online courses, is required and/or has some number of course points associated with it.

**Action:** Frank B. has volunteered to dig up existing information, whatever may be available, surrounding any State policies or college policies that describe any prohibitions about requiring classroom attendance and course points associated with it. Any information obtained will then be discussed at the next AC meeting (3/22/19).

**6) P&T process - department committee issues, electronic portfolio access for candidate after deadline for submission (P&T committee) – Judy**

One recent issue regarding P&T was whether or not P&T committee members need to physically attend a meeting or if simply submitting their “yes” or “no” vote on each portfolio can suffice (as an example of one issue where process may slightly differ from department to department). Judy asked the AC to comment on requiring each department to have an written process on file that outlines and defines the department P&T committee practices.

Regarding the submissions of electronic portfolios submissions, there is currently a concern about how the department-level P&T committee will make requests for cosmetic changes, and whether or not these requests for changes remain on the portfolio Blackboard Shell after the portfolio moves to the division-level committee, or how these changes are monitored by a third party, to ensure the faculty member doesn’t make prohibited changes to their portfolio. This is still something that is still up for debate, but this is one aspect of department-level P&T review that needs to be consistent across all departments to ensure there is equality for all faculty who are permitted to make cosmetic changes after initial submission of their portfolio.

**Action:** Holly F. will go back to the P&T committee and P&T Faculty Fellows to discuss a process to be followed by all departments.

**7) Charter revisions update – Judy**

Judy asked everyone who hasn’t submitted the charters yet email them ASAP to Judy so she can start uploading them to the website.

### **8) Employee website – link shown at meeting – Judy**

Judy will meet later today with Tony Goins and college marketing about the employee website (non-student, private web services for CSCC employees). Judy showed the group a very large organizational map which describes the entire array of web services at CSCC, both internal and external (e.g. For Faculty, Doing Business, Our College, HR, etc.).

Judy focused on the “For Faculty” list of web pages and services outlined on this master document. Judy indicated she was the only faculty member in the room as this was all developed, so her plan is to attend this meeting today and bring that info back to the AC at the next meeting for a productive discussion about providing faculty feedback about how all this information is organized. It appears to be a matter of organizing all of the information faculty may need, inside or outside the classroom, into appropriate containers and applying some degree of logic to the hierarchy of webpages and associated daughter pages.

<p><b>Action:</b> Judy will meet with representatives of Marketing and Communications to discuss faculty page on the College website then she will send the revised version to AC the week before break. AC members can review the webpage, share it with their committees, and cc Judy Anderson on the email to committees so committee members can “reply all” directly to Judy A. with their thoughts about the faculty webpage.</p>
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### **9) Non-registered students in classrooms (Academic Rules and Policies, Student Support committees) – Judy**

Evidently (as Judy described) there are instance of CSCC students who are not registered for a particular class still attending that particular class. Judy and Jeanette F. (Student Support Co-Chair) met with Police Chief Sean Asbury and Student Conduct Director Terrence Brooks to ask AC to consider how to modify policy to be clear about non-registered students not being allowed to attend class. The discussion at this AC meeting pointed out many instances about where a student is dropped for non-payment, restricting their attendance until they are re-registered for the course. Judy and Jeanette F. informed the group that Public Safety has recently needed to physically remove de-registered students from a classroom because they were asked to leave (by the faculty member) but refused. The general issue of liability and insurance coverage was discussed based on knowledge from anecdotal information. Rachael R. pointed out that if an emergency or fire were to occur, non-registered students couldn't be properly accounted for by the campus police or other college officials that are working form a current course roster. But how does a student who

is dropped from class due to financial aid problems (clerical errors, etc) continue to participate until such issues are resolved?

In short, there are many valid arguments both for and against policy that is arbitrary in prohibiting non-registered students from attending (or continuing to attend) class.

**Action:** Judy will find the current policy about non-registered students, and Karen Rippe will bring the AC questions to the campus-wide Safety Committee (Karen is currently the only faculty member on that committee). Karen and Judy will keep in touch and the AC will determine how to proceed at the next AC meeting (3/22/19).

## 10) Updates – All

Several Co-Chairs had news to share:

- Sandy K. passed around a flyer for “Make America 1919 Again” which is a presentation that will occur at the Humanities Symposium.
- Tracy Koski reported that Jennifer Waldeck is the featured speaker at this year's Faculty Idea Exchange (FIX) and will present on her book “Communication 101 for Teaching Excellence”.
- Judy cannot report on what is happening at In-Service this Spring, as she just received no insight/info when she asked about it at the last Deans and Directors meeting. CSEA will have a meeting on In-Service day, as usual.
- Last, but certainly not least, Judy reminded the entire AC to support the faculty at WSU (Wright State University) who are currently on strike.

Meeting adjourned at 11:58 A.M.

Minutes recorded by Adam Keller, Vice President, CSEA