

**Academic Council Meeting**  
***Minutes - Approved***  
**Friday, March 24, 2017**  
**10:00 A.M. – 12:00 P.M., WD 315**

**Attendance: Faculty Fellow:** Judy Anderson **Co-Chairs:** Jeff Bates, Cathy Bill, Lisa Briggs, Christine Creagh, Sandy Drakatos, Holly Finnegan, Dan Hare, Scott Laslo, Mary Lewis, Melissa Logue, Marc Lord, Jennifer Nardone, Ann Palazzo, Nancy Pine, Jack Popovich, Rita Rice, Rachael Romain, Adele Wright  
**CSEA Representative:** Adam Keller

**1) Minutes 2/10/17 meeting:**

A motion to approve the minutes of the Academic Council meeting from 02/10/2017 was presented by Lisa Briggs, and \_\_\_\_\_ seconded the motion. The motion passed unanimously, with no abstentions.

**2) Policy 5-08 (C) (D) – Automatic granting of degrees (Jennifer N., Julie C.)**

Jennifer Nardone, Co-Chair of the Academic Rules and Policies committee, described the background on this policy and its recent changes. The main concerns from members of Academic Council at the February 10, 2017 meeting, were: 1) a student should have the “right” to not graduate, and 2) the impact that automatic granting of degrees would have on a student’s financial aid. Jennifer and Co-Chair Patty Allen consulted with Marty Maliwesky to discuss Academic Council’s concerns about the automatic granting of degrees. In short, students will not lose their financial aid at CSCC or another institution if a degree is automatically awarded at CSCC. Marty also indicated that a student essentially enters into a contract with the college when they enroll that they are agreeing to graduate if they earn the requisite credits, so there is no “opt out” option to be awarded a degree.

Degree-awarding “sweeps” will occur each year in January and July, with the first in July 2017. Only degree-seeking students would be included in the “sweep”, not transient students who do not have a declared plan of study. Students who receive an administratively granted degree will receive notification per letter and may contact the College for the diploma.

It was also noted that this is a “policy” up for approval by the Academic Council, as the College wishes for an approved policy to accompany the procedures they are already planning to follow, with respect to automatic awarding of degrees. In short, the college will begin to award degrees automatically as of July 2017, regardless of the recommendation made by the AC on this day.

<p><b>#2 Motion:</b> Jack P. motioned to approve the proposed changes to Policy 5-08 (C) and (D), and the motion was seconded by Melissa L. <b><i>The motion passed unanimously, with no abstentions.</i></b></p>
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### **3) Pathways - update (Jeff B., Cathy B., Judy A.)**

Jeff B., Co-Chair for Academic Pathways and Faculty Fellow for Pathways for Business, Engineering, and Technologies, reported that the college is moving forward with changes revolving around Pathways, including website updates, IT changes, and creation of programs of study. Judy A. told the group that the college has brought in outside consultants to act as project managers. Judy also indicated that the Communications group will distill down the AACC templates for programs of study into one-page documents for advising and faculty to show to students. The group will investigate the “one-pagers” at other colleges to gain inspiration in order to move forward on this task.

Cathy B. explained that if anyone in Arts and Sciences wants to work on developing a new program of study that would be part of a terminal transfer degree at a partner institution, then they should just let her and/or Jeff B. know and they can help get it rolling. Revealing plans of study for transfer programs on the actual degree awarded to a student, or on their transcripts, is still in the works, but Cathy B. indicated that the college intends to eventually be able to do this; other colleges already do. (For example, a student receiving an AS degree could have “biology” or “chemistry” or “English” as their plan of study on their Associates degree and/or transcript.)

**#3 Action:** The Academic Pathways Co-Chairs, also serving as Faculty Fellows, will continue to work, assisted by Judy (through Marketing and Communications) to develop the “one-pagers” and to encourage faculty in Arts and Sciences to develop programs of study for transfer programs.

### **4) Guest: Rebecca Butler, VP, Enrollment Management and Student Services: sharing of information about EMSS**

VP Butler was a guest at the meeting in order to meet the members of Academic Council and to as well as share what’s going on at EMSS. She indicated that the overarching mission of EMSS is to support student success, support the faculty, and support the work they do in the classroom. Dr. Butler has been at CSCC now for six months. EMSS is currently undergoing an overhaul to achieve a more holistic model of supporting students and faculty, looking at all aspects of student life and really paying attention to matters such as student housing, food, resources, etc. and not just the on-campus and classroom aspect of student success. Upon request, Dr. Butler drew an organizational chart to visually explain how EMSS is organized and how it fits into the operations at the college.

In regards to how faculty can help and how EMSS can help faculty, Dr. Butler indicated the best thing faculty can do is to be great in the classroom. However, Dr. Butler also urged faculty to engage with the personnel at EMSS, asks questions, and communicate as much as possible, as EMSS is always willing and ready to help faculty with whatever they may need. Dr. Butler stated that EMSS is trying to figure out how to keep faculty informed of services available to students, perhaps creating a liaison structure where this information could flow from EMSS to the faculty liaisons (perhaps the Academic Council) and then out to the rest of the faculty/groups from there. Dr. Butler reiterated that sometimes there are compliance-driven changes and EMSS wants the opportunity to be able to explain these changes in a discussion-based format (for the really big changes).

**#4 Action:** Further discussion in Academic Council to identify appropriate committee(s) to act as liaison with EMSS; next steps for creating structure for communicating and interacting.

**5) In-Service Spring 2017, April 20 - update (Judy A., Mary L., Ann P.) – Attachment (electronic and copy- available day of meeting)**

In-Service day will begin with Dr. Harrison’s talk, followed by a CSEA meeting immediately after (also in the gym), and then lunch. Ann P. and Judy described the afternoon session(s) that will connect faculty with outside-of-the-classroom resources including academic advising, counseling services, Pathways, CCP, and other organizations and initiatives on campus and how they work with faculty to promote student success.

**6) Student evaluations - update: vendor presentations; sharing of results of evaluations (Judy A., Ann P.)**

The old vendor is out, as it didn’t go well. Two new vendors have presented to the Student Evaluation vendor selection committee, and a third will present by the end of March. Ann P. described the first two vendors as appearing to be very strong, with strong referrals from other colleges. One of the biggest concern with student evaluations is the smaller response rate when having them all online, and these vendors have experience and understanding as to how to put them in front of the students each time they log into blackboard, with an “opt out” option. She also described the ability of faculty to view evaluations relative to CSCC, or other sections of the same course, etc. One of these potential vendors might be out of our price range, but both are very promising.

Judy A. asked how should the student evaluation(s) should be used and if chairpersons should have automatic access to them. A lively discussion around this topic ensued. The more fundamental question is the purpose of the evaluations: are they exclusively for the benefit of the instructor, or should they also serve as evidence for good vs. poor work in the classroom, where chairpersons and others are concerned. It became clear there are pros and cons of either avenue, and so the voices of faculty on campus need to be completely included before any action could be taken.

**#6 Action:** Judy and Ann, as members of the Student Evaluation vendor selection committee, will consider whether a survey or another tool could be used to encompass the opinions of all the faculty on campus, so all voices are heard before a decision on this matter would be made by Academic Council. The issue of the use of the results of the student evaluations will be discussed with the Student Evaluation vendor selection committee for further action.

**7) Internal Grant for professional development - update (Judy A.)**

Judy reported that the College is proposing two Internal Grants for the Office of Academic Affairs to focus on faculty professional development and curriculum development. (This is separate from the funds earmarked for faculty individual professional development that are administered by the AC FETPD committee). Judy is working with Katie O’Shea in the President’s Office and Tom Erney in DEIS, who is also the administrator in charge of faculty professional development, to create a project proposal for the professional development portion of the internal grant. The proposal focuses on the creation of three faculty fellow positions for professional development, each representing a division of the college.

These positions would be responsible for developing, organizing, and implementing a faculty professional development program at the College to include full-time and adjunct faculty. The proposal will be completed by the end of Spring 2017 to present to the President for review.

**8) Academic Council Committee Report: draft of form – Attachment (electronic and copied)**

Judy introduced a form that can be used by the committee so each item within the committee has a status that can be updated (awaiting Jack's decision, awaiting further action by Academic Council, or recommendation, vote, etc.). The form can also help integrate the work when an item is being reviewed by or tasked to multiple committees. The point was made that this form could be redundant since minutes are kept from every meeting. Judy noted that not all activities of all committees are discussed at Academic Council meetings and

She explained that this is a more credible, efficient, and comprehensive way to track the work being done and intermediate progress within each committee. It will also assist with reporting this information out to the rest of the college.

<p><b>#8 Action:</b> Members of Academic Council will share their thoughts about the reporting form at the April 21, 2017 meeting and vote on its implementation.</p>
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**9) Adjunct workshop, April 29: recruiting full-time faculty volunteers and adjunct registrants (Judy A.)**

The College has sponsored a workshop for adjunct faculty, and members of the Faculty Entry, Training, and Professional Development committee, Elizabeth Hammond and Lydia Gilmore, and former Academic Council Co-Chair Amy DeLorenzo, are working with Tom Erney to organize the event. Completely faculty-led, the workshop will feature sessions focusing on pedagogy and classroom management, repeated morning and afternoon, with an address by President Harrison between the sessions. Resource tables will be available throughout the workshop. Adjuncts will be paid a \$100 stipend to attend either the morning or afternoon sessions. Judy asked Academic Council members to recruit full-time faculty to staff the event and adjuncts to attend.

**Upcoming meetings, Spring 2017:** Friday, April 21, 2017: (10:00-12:00, WD 315)

Meeting adjourned at 12:10 PM.

Submitted by,

Adam Keller  
CSEA Representative to Academic Council