

**Academic Council Meeting**  
***Meeting Minutes - Approved***  
**Friday, June 22, 2018**  
**10:00 A.M. – 12:00 P.M., NH 222**

**Attendance:** **Co-Chairs:** Patty Allen, Tywan Banks, Frank Barnhart, Jeff Bates, Crystal Clark, Christine Creagh, Zac Dilbeck, Holly Finnegan, Paul Graves, Tracy Koski, Mary Lewis, Melissa Logue, Marc Lord, Patricia May-Woods, Tammy Montgomery, Amy Ng, Ben Pugno, Rachael Romain, Adele Wright; **Faculty Fellow:** Judith Anderson; **CSEA Representative:** Adam Keller (recording minutes).

**1) Approval of minutes April 20, 2018 meeting – Attachment (electronic)**

Motion to approve the minutes was made by Mary Lewis, seconded by Tywan Banks, and passed unanimously with no abstentions.

**2) Leadership changes at the College (Judy)**

As of July 1, 2018, Rebecca Butler will become the Executive VP and reside over both Academic Affairs and Student Services. Each division will have a Chief Academic Officer and Chief Student Affairs Officer, respectively, who both report to the Executive VP. There will also be another Executive VP position (that will exist lateral to Rebecca) and that person will be Kim Hall, who will oversee the Business office and HR and the like.

Jack will become the Chief Academic Officer on July 1<sup>st</sup> and plans to retire by next summer, so his role (and that of his successor) will not report directly to the President. The AC discussed possible concerns that could arise with the role of the Academic Council as a result of the restructuring of college leadership.

**3) OER Proposal from CSEA to College (Judy, Jennifer N., Tricia M.-W.) – Attachment (electronic)**

The current proposal from CSEA is still in a draft mode and was presented to the Academic Council for feedback. Ultimately the compensation for OER development will be articulated in an MOU and will give faculty an option to accept either a stipend or reassigned time for developing an OER for their respective course.

Judy stated that anyone who is getting any directives about curating OERS should first talk to CSEA before agreeing to any work, as any faculty should prior to agreeing to a compensation package for work performed.

The CSEA proposal around OER's was discussed, which outlines a process for developing and receiving compensation for OER creation, describing a faculty-driven process for approving OER work. In short, a faculty member would propose to create an OER for one or more courses, and then a faculty committee would review their proposal and approve it. The AC discussed several areas of concern

with the entire idea of OERs, but that the next step is to ensure the appropriate faculty are identified, from each division, to comprise the faculty committee which will oversee OER development.

#### **4) Procedure 7-10(G) Student Conduct – (Judy, Jennifer N., Patty A.) – Attachment (electronic)**

Judy presented the new language in the College P&P (7-10(G)) which describes the procedure for student conduct hearings, including academic misconduct. She specifically pointed out (in section 4) that the hearing panels will now consist of one facilitator from the Student Conduct office, one faculty, one staff member and one administrator who are all drawn from a pool of trained volunteers.

The AC discussed the changes and unanimously recommends the following changes:

- Two faculty should be on a student conduct hearing panel, not just one.
- A deliberate effort should be made to rotate through faculty to ensure that the same individuals are not serving on the majority of the conduct hearings.
- Students should also serve on the hearing panels, but that language has been struck in the proposed changes.

A motion was made by Judy Anderson to incorporate these recommendations into the updated policy, and seconded by \_\_\_\_\_. The motion passed unanimously, with no abstentions.

**Action required:** Judy will forward Academic Council’s recommendations to the Shared Governance office by the July 6, 2018, deadline for review and comment along with other comments she received by email from faculty.

#### **5) Procedure 5-19 (D) Promotion and Tenure (Holly F.) – Attachment (electronic)**

Holly described the updates and changes to the Promotion and Tenure policy and procedure and the changes to the point system for hiring to correlate with the faculty contract.

Motion to approve the revisions to Procedure 5-19(D) was made by Frank Barnhart, and seconded by Christine Creagh. The motion passed unanimously, with no abstentions.

**Action required:** Holly and Judy will follow through with the established governance process to ensure that the changes are incorporated into College policy and procedure.

#### **6) Procedure 5-03 (B) Sabbatical Leave (Faculty) revisions (Judy, Melissa L., Lydia G.)**

Melissa and Judy informed the AC that “several” faculty members were denied professional development funds when they were on sabbatical. The denials were made by Academic Affairs, although the faculty contract (2017-2020, page 72) states that OAA does not have the ability to deny funding, and such decisions are made at the department level by a faculty professional development meeting.

Revisions to Procedure 5-03(B) are necessary to clearly state that faculty on sabbatical are eligible for professional development funding.

**Action required:** Judy will identify people to assist in this work.

**7) Policy 5-20, Procedure 5-20(D) College Credit Plus (Rachel R., Tywan B.) – Attachments (2 electronic)**

Tywan described that the only changes made were to titles and terminology that was necessary to update Policy 5-20 and Procedure 5-20(D). The also changed the language about compensation, and instead included language that refers to the current faculty contract.

**8) AC Blackboard Organization:**

Judy described the the following updates and changes she will be making to the website:

- Agendas/minutes from meetings
- Rosters (membership and co-chairs)
- Committee reports
- Committee meeting minutes

OAA co-chairs will be able to post their OAA committee meeting minutes directly to the Academic Council blackboard community.

**9) Updates from Committees:**

**Academic Rules and Policies:** Patty informed the group about a new procedure for recommending and making changes to College P&P. She said that Sarah Skeen will begin working with the Academic Council to ensure proposed changes are correctly formatted (and so on) before they are submitted to OAA for approval. The process will be a bit trickier but will allow for a higher degree of accountability.

**Curriculum:** Adele informed the group about current progress with CurricuNet, and that they will soon be piloting the submission of assessment data. The course-level form is essentially finished and ready, and so now there will be an appointed faculty for each course who will be the “head of assessment” (or something along those lines) who will be responsible for inputting the assessment for each course. Tammy also added that whoever makes a submission to CurricuNet must be a full-time tenure-track faculty member or the system will not accept it. Also, any submission requires the “justification” section to be completed, or the submission will not be accepted.

**Service Learning:** Mary asked for anyone and everyone to let her know about any service-learning activities in their courses where they are partnering with anything or anyone in the community. In addition, she will have Alison Paley send an email to all faculty (full-time, ACF, and adjunct) to ask for the same information.

**Next meeting:** Friday, July 20, 2018, 10:00-12:00, NH 222