

**Academic Council Meeting**  
***MINUTES - Approved***  
**Friday, July 21, 2017**  
**10:00 A.M. – 12:00 P.M., WD 352**

**IN ATTENDANCE: Faculty Fellow:** Judy Anderson **Committee Co-Chairs:** Jeff Bates, Lisa Briggs, Holly Finnegan, Charla Fraley, Lauren Jones, Tracy Koski, Mary Lewis, Melissa Logue, Marc Lord, Jack McCoy, Jennifer Nardone, Ann Palazzo, Nancy Pine, Jack Popovich, Cathy Ritterbusch, **CSEA Representative:** Adam Keller

1) **Minutes from previous meeting:**

***Motion to approve the 6-30-17 minutes*** from Melissa Logue, and seconded by Jack McCoy. The motion passed unanimously, with no abstentions.

2) **Late Registration Update (*Judy A.*)**

The implementation of late registration has again been postponed. The most recent plan proposed by the College would not allow students to register after the first class session met. The College decided that due to unresolved faculty contract issues related to minimum class enrollment numbers, as well as logistical and communication factors, late registration would not be implemented until a later date, to be determined.

This raised other issues related to enrollment and registration. Specifically, the changes in math placement testing were discussed. It used to be that a student would take a practice math placement test (at home). Based on their score, the student might qualify for 5 hours of remediation before taking the actual placement test. The success rates for students taking the 5-hour remediation were promising. Despite the data, the college has determined that the 5-hour remediation before being allowed to retake the test for their actual placement score was creating a “barrier” for enrollment. Therefore, the College has decided to eliminate the practice test and 5-hour remediation. Now a student must take a placement test before they even have an option to do the 5-hr remediation course. Students will not be allowed to complete orientation without having already taken the placement test. Throughout Academic Council’s discussion there was a general belief that the use of the remediation course was not considered by the College as a “business-friendly” approach, and that students taking the placement test for their actual placement score and then going into Dev-Ed level math is “better” for the business/funding model.

3) **OER Update - Ideas about Faculty Involvement (*Judy A.*)**

Judy indicated that the college wants increased faculty engagement with using OER’s in college courses. Currently it is challenging to find relevant and consistent OER’s, although newer search engines and other online portals are supposed to make it easier. Bruce Massis and the newly-hired librarian who is focusing on OER’s are presenting the use of OER’s to the college cabinet before they present to the Academic Council.

The AC continued to discuss OER’s, with the main concerns being quality of the resources. Several members indicated they have either not been able to find OER’s for their courses or have found sub-par materials. Judy stressed the fact that we need a faculty group that will investigate the use of OER’s because there are numerous questions and concerns to which currently we do not have answers. AC members will go back to their committees and colleagues and ask who would be interested.

**Action:** Co-Chairs will check with their committees and other faculty who might be interested in joining the OER work group. Judy Anderson will send out a reminder the next-to-the last week of the semester for Co-Chairs to gather names and get back to her by the end of the semester. Another reminder will be sent at the beginning of Autumn 2017 in case faculty not teaching in the summer would be interested in participating. Once the work group membership is established, a date will be set up for the first meeting.

#### **4) Pathways Marketing and Communications Update (*Judy A., Jeff Bates*)**

Judy said that she and the Faculty Fellows for Pathways, Jeff Bates for BET and Dianne Fidelibus for HHS, are still working with others on the Academic Overview Series (previously known as the “one-pagers”) that describe each program at CSCC. She said there have been some changes in current leadership for Pathways, and newer people have been brought on board, and that progress on the Pathways project has recently slowed down. Now there will be a new project manager and a program manager, along with the various committees, and they have all together become more organized and have clear sets of deadlines. Judy is working with Marketing and Communications to develop a marketing plan to communicate to the college in general to describe what is Pathways, what is the national picture, how does CSCC fit into it, etc. They will make presentations at the Faculty Convocation and other gatherings, with the goal of getting this information out to various audiences at the College. It is also hoped that everyone will understand the Pathways project reflects general trends in higher education across the country: more deliberate choices for students, career-oriented education, and higher education being a more meaningful experience without costing a fortune.

Jeff Bates asked the rest of the AC to get out the word and to please give feedback on the Academic Overview Series as they are completed and made available for viewing on the Pathways Sharepoint site. Judy also reminded the group that Arts and Sciences faculty should consider filling out the AACC template forms for their areas of study which will then be used to create a Degree Overview.

#### **5) HB 49 (As Enrolled) - Higher Education Provisions Overview (*Judy A, Mary Lewis.*)- Attachment (*paper-distributed at meeting*)**

Mary Lewis described the Higher Education Provisions Overview from HB 49, which has been signed by the government. The overview describes tuition and fees, Chancellor’s authority to review student fees, SSI, and a variety of other implications. There is some confusion around what kind of cost increases are permitted since the Governor vetoed a tuition increase but it seems the “As Enrolled” bill does allow for an increase to either tuition or fees for community colleges in the 2018-2019 academic year. Mary is continuing to research the actual implications of the Governor’s veto on the tuition increase.

**Action:** Mary Lewis will forward this information to Judy to send out to Academic council. State Legislation regarding CC+ will be put on the agenda for the first meeting of Autumn 2017.

#### **6) Shared Governance and Policies and Procedures (*Judy A., Jennifer Nardone, Patty Allen*)**

As of today, the Policy Council arm of Shared Governance at the College has not met for at least the past two years. Sarah Skeen, Functional Analyst of Human Resources, has taken over the retired Cathy Hatfield’s duties, so now proposed changes to Policy go to her. Any policy approved by Academic Council goes to her, and she facilitates Notice and Comment from the Policy Council, followed by a public Notice and Comment period. There is some confusion about tracking recommendations, and the process as a whole, which was part of the discussion. Judy said there is a meeting with Jack and other Shared Governance stakeholders (i.e. administrators) in August to figure out how the model is moving forward.

**Action:** Judy will attend a meeting with Kim Hall, Sarah Skeen, and Jack Cooley, and will be accompanied by Cathy Ritterbusch as CSEA representative and Patricia Allen and Jennifer Nardone, Co-Chairs for the Academic Rules and Policies Committee.

**Update:** This meeting has been set up for Thursday, August 31, from 3:00 to 4:00 P.M. Administration needs to be notified that Cathy Ritterbusch will be in attendance as well.

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

The Student Evaluation Work Group made a strong effort to get IT involved in the selection process for a vendor to manage student evaluations, although IT never did engage. It appears that the decision(s) made by the group are in IT's work queue as well as in the approval process pipeline as an official College project that needs to be reviewed before moving forward. Specifically, they need to evaluate the choice(s) to ensure the vendor/technology will jive with the college's existing IT infrastructure. It seems to be a point of frustration for the work group as they needed IT to be part of the decision making process, instead of holding up the decision(s) as a review process.

**Action:** Ann Palazzo will contact Michael Babb (VP of IT) to get an update on the progress of IT's involvement in the Student Evaluation vendor selection and implementation process.

#### **8) Co-Chair/Membership Changes for Autumn 2017 (*Co-Chairs*)**

Academic Council recognized and celebrated the service of two outgoing Co-Chairs who will complete their Co-Chair terms at the end of Summer 2017: Lisa Briggs (Service Learning), Charla Fraley (Faculty Entry, Training, and Professional Development), and Jack Popovich (Digital Learning).

And we welcomed a new Co-Chair who was elected by her committee and will begin in Autumn 2017: Amy Popovich (Service Learning).

New Co-Chairs for Faculty Entry, Training, and Professional Development, Digital Learning, and Instructional Services (finally Tracy Koski will not be flying solo!) will be determined by vote for service to begin Autumn 2017.

#### **9) Academic Council Reporting Forms (*Judy A.*)**

Judy reminded Co-Chairs to complete and submit their reports by the end of Summer 2017.

#### **10) Other Business – Open Meetings for Academic Council?**

Academic Council discussed and agreed that Academic Council meeting agendas should be public beforehand, and that any faculty member could be welcome to attend and observe or provide feedback before a meeting based on the Agenda items for a given meeting.

**Action:** Judy will work to make this possible for Autumn 2017.

**11) Meetings for Autumn 2017:** September 22, October 27, and December 1 (Fridays, 10:00-12:00, rooms TBA).

Meeting adjourned at 11:57 A.M.

Minutes recorded by Adam Keller, CSEA Representative