# Academic Council Co-Chairs Meeting

## September 27, 2013
WD 407
Approved Minutes (approved at October 25, 2013 meeting)

In Attendance: Alesa Mansfield, Deb Dyer, Judith Dann, Adele Wright, Crystal Clark, Judy Anderson, Jackie Teny, Mark Bocija, Scott Laslo, Eric Neubauer, Nancy Pine, Lisa Briggs, Antionette Perkins, Amy Delorenzo, Gilberto Serrano

Ex-Officio: Darrell Minor (OAA Faculty Committees co-coordinator); Tracy Little (OAA Faculty Committees co-coordinator), Adam Keller (CSEA)

I. Approval of Minutes from August 30, 2013 meeting: Motion to approve minutes by Crystal Clark, Second Eric Neubauer: Motion to approve minutes with Changes from Darrell Minor Passed.

II. General Items and Updates:

1. I-pad pilot – A block may be keeping peer to peer connection with the i-pads. Tracy is working on getting together with Joel to solve the issue. There may be a UDP port block and a UDP port exception will need to be requested. Deb Dyer suggested that we looking into 360 Cloud technology to post agendas, minutes.

2. Use of data from committees –Encouraged to have data to support items brought for a vote before the Academic Council and forwarded on to the Office of Academic Affairs.

3. Faculty Fellows Update – It was noted that although budget constraints may be a factor in not adding additional faculty fellows – that in the end the costs savings of having a faculty fellow doing administrative work that produces results over the costs of a consultant or other may in the end be a cost saving area as well as getting faculty more involved with leadership at the college. It was also noted that the reallocation of money to faculty fellow may advance many essential projects at the college.

i. Faculty Fellow Role –A discussion was held regarding the role of the faculty fellows and it was noted that the Academic Council role was to clarify a policy or procedure – but that role often did get into the daily

practice of implantation of those policy and procedure practices at the college. The Academic Council was created to have a role beyond mere policy and procedure, and to be actively engaged with practices that concern faculty and the overall academic area of the college.

ii. The following committees indicated that they could use a faculty fellow:

1. Tenure and Promotion

2. Faculty Entry and Development
3. Curriculum
4. Service Learning
5. Honors

   iii. Questions remain concerning the role of faculty fellows such as:
      1. Amount of reassigned time
      2. Can faculty fellows be ex-officio Academic Council Committee members and can they transition from a fellow to a committee position?

4. Recognition of Dr. Kaufman on Columbus State Day – Update was provide and it was noted that Dr. Kaufman's contributions will be noted in the program and during the day's events.
5. Interim and Faculty Chairperson Roles Update – CSEA is working toward ensuring that the transition of faculty to and from a Chair position with be more appealing. Details have not been worked out with HR but discussions are in the works. It was suggested that models from other colleges that have faculty in chair roles be researched to see how they cope with the conflict of interest of faculty in administrative roles.
6. Pilots for Blended Course Learning with "lead" organizer and multiple adjuncts? Scott and Marc's committee (Instructional Success) are looking into ways of piloting such a model and the overall success rates of blended learning. It was mentioned that such a model may work well in some courses but not for others. The concern was raised that targeting adjuncts and faculty as a means to cut costs has become a "go-to" of sorts for the college, and that there has been a fixation on labor costs. Ideas to increase revenue at the college were briefly discussed. Many voiced the concern that cutting courses early before the term starts, only opening a limited amount of sections, and penalizing students for late registration even before the term starts are actually taking revenue away

from the college and that maybe changing those practices would result in higher enrollment. Data was requested in regards to such concern.

7. Study Abroad Update – Clary Act
8. PLA (Prior Learning Assessments) possible ad hoc Committee? Committee members were asked to identify certain departments or programs that work regularly with PLA's in order to form an ad hoc committee to research the model.
9. Academic Council Professional Development Funds Update – The announcement was made that funds can be transferred between OAA Committees if a committee does not intend to use their funds and another committee is in need of funds. The request was made to please let Darrell and Tracy know if you do not plan on using your funds, or if your committee is in need of funds. It was also noted that funds could not only be used for travel but to bring in speakers or professional development workshops.

10. Embedded Advising Update – It was noted that faculty were generally in favor of the model as long as the advisors were informed and well integrated/physical located in the departments. Concerns were brought up as to the number of embedded advisors, for example some areas such as business have many students and programs and will be in need of more than one advisor. The concern was also raised that the process will not be well structured in its implementation since the issue has been brought up as a concern with contract negotiations. The concern being that administration will say they have solved the problem when in fact the process was not well defined or structured to fill departmental and program advising needs.

11. AtD Update – Question was posed to council if they would like to get regular updates from the AtD team. It was noted that several members were active with the AtD and could serve as liasons.

12. Groupwise update – It was noted that groupwise will be replaced over holiday break. While software has been purchased to ensure that emails are not lost, it

is recommended that faculty working on tenure and promotion portfolios print out important email prior to break. The Tenure and Promotion committee agreed to reinforce that advice. It was also suggested that training for archiving and retrieving email be offered by the college prior to the end of the term.

m. Committee Membership and adding new members: Some committees are in the process of filling empty seats and the question arose concerning the process. The concern was that there was not enough flexibility in adding members if they were needed. A motion was made by Eric Neubauer and seconded by Deb Dyer to address this issue:

Motion: Each of the ten Office of Academic Affairs committees have the discretion to increase the number of members on their committee as needed proportionally from each Division up to a total of four members.

Motion was approved

III. Blended Learning Task Force Recommendations (see attached) The recommendations and forms were briefly discussed. The forms may fall under the purview of the Instructional Support Committee. Tracy will check with Anne Palazzo and Melissa Lueben to see if these are in the final format or if they are seeking feedback/recommendations before being put to a vote

IV. Student Support Committee Items
1. Textbook Affordability Proposal Forms (see attached) Eric briefly discussed the form. Adele made the motion to approve the forms pending edits. Eric - second. Motion was approved.
2. Textbook Affordability Content Development (see attached)

V. Academic Pathways Items:
a. How many students transfer?/Data?
b. Transfer Data Base (Sarah Lathrop) Crystal asked the council if they would be

interested in a presentation from Sarah regarding the transfer data base. Many expressed the idea that it may be something that all faculty would be interested in and suggested that In-Service would be a possible format.

VI. Curriculum Committee Items:

a. Update on Special Topics

   i. Decision to put Special Topics on hold did not come from the Academic Council Curriculum Committee
   ii. New Language Agreed upon in conjunction with Curriculum Committee
      1. As many of you know Special Topics courses were briefly on hold as issues ensuring that students were aware that the majority of Special Topics courses were not part of any plans of study at the college and that transferability was limited were worked through.
      2. In conjunction with Administration and the Academic Council, wording to ensure that Special Topics courses purpose was clear was developed.
      3. Special Topics Courses can now be scheduled with the following wording included as part of any advertisements or information about the course:"Students please note: Special Topics courses are not part of any plan of study at Columbus State Community College. These courses can only be taken as general elective credit. Very few Special Topic courses transfer to other institutions of higher learning as degree applicable credit and so unless students contact a receiving institution directly about degree applicability, they will serve themselves best by taking these courses for personal interest only."

b. 60 Hour Degree Limit and exemptions? There was extensive discussion about the administration's push to limit all/most programs to a 60-hour degree requirement. There was a great deal of concern expressed by faculty that a 60- hour degree in many programs is unrealistic and definitely not in the best interests of students seeking employment in that field after graduation. There was also concern about whether the reduction to 60 hours is a "mandate" (as it has evidently been presented to some faculty) or a "recommendation" (as the verbiage in the OBOR manual suggests), and what flexibility programs will have to waive the 60-hour requirement. There were also concerns expressed about the burden on the faculty of having to invest the time and effort to see how to restructure their programs (after just completing a restructuring due to the semester conversion) to meet a 60-hour requirement. Finally, and perhaps most importantly, is the fact that faculty strongly expressed their view that the curriculum falls under the purview of the faculty, and changes to the curriculum -

including program requirements - must follow the normal curricular process and be led by faculty, subject to review by faculty committees, and not dictated by deans or other administrators.

The Academic Council had lost quorum at this point and: (from email to OAA Council Co-Chairs).

To that end, the Academic Council members drafted the following statement at Friday's meeting, with the suggestion that it be put to a vote of all members. If approved, the statement would be forwarded to Dr. Cooley, with copies to each of the three interim deans, all department chairpersons, and all full-time faculty.

Process: In order for it to be put to a vote, a member needs to first make the motion that it be put to a vote, and another member must second that motion. If that occurs, then we can allow time for additional discussion by the members (via email), and upon the conclusion of any additional discussion we can conduct an electronic vote via email.

So...is there a motion to consider the following language? Please "REPLY ALL" with any replies, or motions.

Curriculum is under the purview of faculty and decisions regarding changes to the curriculum must come from the appropriate faculty committees. Specifically, the potential implementation of any recommendations of OBOR on the 60-hour degree requirements must only be made after first being reviewed by the appropriate faculty committees within each department. Given that faculty have just spent three years revamping the curriculum as part of the semester conversion process, and given that the current process for making curriculum changes is very cumbersome and bureaucratic, the Academic Council is recommending that any faculty work on making changes to degree requirements in order to adhere to the 60-hour recommendation should cease until faculty committees review the OBOR recommendation.

VII.   Academic Rules and Policies Item – Update on Policy 5-08 Graduation Requirements – Addition of colon to language resolved issue.
VIII.  Faculty Entry and Training Item: Faculty vs Staff Training and Orientation
IX.    Faculty Governance Committee Updates and process for replacing Academic

       Council members – Darrell and Tracy will check on status of the committee.

X.     Committee Updates
XI.    Adjournment

Upcoming Meeting Dates: October 25   and November 22