

## Academic Council Meeting

### *Minutes - APPROVED*

Thursday, July 16, 2020

10:00 A.M. – 12:00 P.M. – Web-Ex

**Attendance:** *Co-Faculty Fellows:* Judy Anderson, Cathy Ritterbusch. *Co-Chairs:* Patty Allen, Nicole Brandt, Ruey Bruce, Amy DeLorenzo, Sandy Drakatos, Dianne Fidelibus, Holly Finnegan, Paul Graves, Liz Hammond, Tracy Koski, Nicholas Lakostik, Melissa Marmie, Patricia May-Woods, Karen Muir, Jennifer Nardone, Andrea Pihfer, Amy Popovich, Karen Rippe, Jane Roberts, Rachael Romain, Jorie Schwartz, Heather Thompson-Gillis, Adele Wright; Jeanette Ferguson; *Visitors:* Ann Palazzo, Christine Creagh, co-chairs for subcommittee of TLTR online teaching observation form); Tom Erney and Diana Wisse (Academic Testing Committee).

1) **Approval of minutes** from April 24, May 4, May 26, June 5, June 11, June 25 meetings.

**Motion to approve minutes** with attendance changes that were sent to Cathy R.; Karen Muir first, Dianne Fidelibus second; motion passed without objections or abstentions.

2) **Council business:**

- **Changes in leadership:**
  - **Academic Pathways:** Lee Wayands is new co-chair. Jack McCoy new Tammy M. leaving curriculum. Amy P. – Terry Stoltz Service Learning.
  - **Delaware:** Karen M. leaving, Ben Pugno returning, and Nancy Pine will take Ruey Bruce's place.
  - **Dual Enrollment:** Rachael R. is leaving and Kent Fisher will replace her.
  - **FETPD:** Karen Rippe is leaving and Liz Hammond will replace her.
  - **Co-Faculty Fellows:** Cathy said we're very excited to have Ruey Bruce join Amy and Cathy as three Co-Faculty Fellows for AY 2020/21. We had requested a two-year appointment, but administration only approved the appointment for 20/21 and with the goal of looking at a council leadership after this. Cathy said the Academic Council charter will be addressing this, so by the end of this calendar year we'll complete the charter. That will give us a chance to ensure continuity for Amy and Bruce.

Cathy thanked all for their involvement and service.

- **AU 20 meeting dates:** Approved dates: September 18, October 16, and November 11; all Fridays, all 10:00 to 12:00. Amy P. will set up meetings in Teams.

3) **Distance Learning Committee (Nick L.)**

- **Online Observation Form:** Nick wanted to stress that the form is aligned with the existing AQR form; some of the wording mirrors it. Nick showed the form to the group and ask for questions/concerns. Nick said biggest sticking point in the committee's discussions was the difference between the person teaching the course and the person who designed the course.

However, when doing the observation, departments can decide to skip over the difference between who designed it and who is teaching it. Karen M. asked if a question could be included: "Did you modify the course shell?" Christine C. said this type of information could go in the open text box on the form. Christine also said the DEI category in the pre-questionnaire was added to get instructors thinking about this and pointing out what they're doing, or at least prompt discussion about what they could be doing. Cathy will work with Academic Affairs to get the form to deans, chairs, and departments so it can be used in AU 20.

**Motion to approved new faculty online observation form:** Nicholas L. first; Jeanette F. second; motion passed without objections or abstentions.

- **Standard Blackboard Buttons for Remote Learning (Distance Learning Committee:** Nick L. said Student Services reported that some students had confusion navigating BB in newly created remote modality courses, so the question was should the common navigation buttons be used in all modalities including the remote modality? The conversation started in TLTR and moved to the DL leads and AC DL committee. DL committee made recommendations for setting up courses and common navigation buttons. (See form sent with 7-16-20 AC meeting agenda.) A major focus of the recommendations would be letting students participate asynchronously in a synchronous course. The group recommended adding Collaborate to the common navigation buttons. Nick is asking AC for 1) approval of removing "Course Tools" button, 2) endorsement of recommendation for using common course navigation buttons and somehow get this to happen in the Autumn. Two motions were made and passed.

**Motion to endorse required web buttons for remote courses subject to departmental modifications implemented by Spring 2021** was passed without objections or abstentions.

Cathy: Fill in who did 1<sup>st</sup> and 2<sup>nd</sup>

**Motion to remove "Course Tools" button and replace with "My Grades"** was passed without objections or abstentions.

Cathy: Fill in who did 1<sup>st</sup> and 2<sup>nd</sup>

#### 4) Diversity & Inclusion Conversation Continued (Nicole/Amy)

- **Chief Diversity Officer Hiring:** Dr. Desiree Polk-Bland, hiring committee chair for the CDO position, is conducting "discovery meetings"; Amy D. and Nicole B. are attending one this week, so if we have any feedback need to give to Amy or Nicole or to Judy, Cathy, Ruey, and Amy P. (who have a meeting with D. P-B today).
- **Black Lives Matter scholarship:** D&I committee is looking into creation of Black Lives Matter scholarship fund. A George Floyd Memorial Scholarship is already in the works but hopefully a meeting tomorrow with Chloe Faure of the CSCC Foundation will help clarify that. Concerns are what requirements for the scholarship will be; a lot of times student recipients are required to attend lunches and otherwise obligated to express gratitude etc., when all they should have to do is attend school. New scholarships such as the proposed Black Lives Matter scholarship have a \$5000 minimum in order for scholarship to be dispersed, but donations can start anytime. Employees can do payroll deduction or a one-time donation. Reaching for the stars would be an endowed fund with a \$25,000 donation. Students of color are telling us we need to invest in them, so this is one thing we can do quickly.

- **DI Co-Chair meeting with Rebecca Butler:** Amy and Nicole are meeting July 27 with Rebecca Butler (at her request) to talk about “race conversations” or “events that she wants to continue with”; basically, it’s a follow-up after the removal of the statue. More communication from Amy and Nicole will be forthcoming.
- **Chosen name project update:** This committee’s goal was to get our computer-based systems to use people’s names and pronouns appropriately. This has been accomplished! A short video will come out to show how this will work in the computer systems.
- **Academic Council Committee review of charges in DEI context:** As committees look at DEI in the context of their committee charges, they’re encouraged to DI committee for consultation.

## 5) AU20 Planning Updates (All)

- **Academic Testing (Martin Blaine with Tom Erney and Diana Wisse:** Tom and Diana had a Power Point presentation that will be forwarded to AC with these minutes. Tom E. said the issue is how to handle academic testing when the in-person testing center isn’t operational. The committee that has been examining this issue is made up mainly of faculty with administrators serving as facilitators. The committee’s guiding principles are academic integrity, physical limitations, digital equity, accessibility, and data-driven decisions. Tom said their charge is also about rethinking assessment in all our courses: alternative proctoring and alternative assessment. He showed a tool (included in the PP slides) for determining testing requirements by discipline/department. In addition, the College obtained Respondus Monitor for proctoring for AY 2020/21, but it’s been revealed through the pilot that the tool has limitations such as don’t being functional in Chrome books (4% of students don’t have access to anything but Chrome Book). To address this issue, some faculty will be giving two exams: one in Respondus and one in another method. Gradebook issues are being worked on, but the tool does have a lockdown browser and some test security. The committee’s process is to communicate with chairs this week and ask them to immediately implement their recommendations: a two-week turnaround to look at every section using the guidelines on the form then faculty can then put this in their syllabuses. The committee is also asking faculty to rethink assessment based on the context of their disciplines. Training sessions will be available; word will go out to faculty soon.
- **Placement Testing (Holly/Tracy) – tabled.**
- **Safety Protocols (Diane F., Pathways):** Dianne F. is part of a faculty/administration group has been reviewing the process for safety protocols for campus access. A new process will be in place for limited opportunities for employees to be on campus without having to go to Security; the new process has some positive aspects. Communications are coming about this.
- **Student Support (Jeanette/Jorie):** Jorie S. said that opportunities will exist for training for faculty about crisis counseling for services; in a meeting with Rebecca Butler they learned that there will also be a hub for resources for students. Administration wanted to allow students “early access” to Blackboard course shells so they could access this hub, but this will need to be presented to CSEA.

<p><b>Academic Council action required:</b> Cathy will discuss with CSEA the issue of administration wanting students to have early access to Blackboard courses.</p>
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6) **Other committee updates** – *tabled*.

7) **Misc. administration/OAA Updates (Cathy):**

- **Title IX Policy Change(s)** – *tabled*
- **Updates to Financial Aid Reporting Dates for Fall** – *tabled*
- **CougarWeb Dashboard Appearance Changes** - Cathy gave an update on this to note that it will enable students to use their chosen name; the changes will be in place after Summer 2020 grades are input. More information is forthcoming.

The meeting adjourned at 12:08.

Minutes respectfully submitted by,

Judy Anderson  
Co-Faculty Fellow, Academic Council