Academic Council Meeting

MEETING MINUTES - Approved
Friday, April 20, 2018
10:00 A.M. – 12:00 P.M., WD 305

Attendance: Co-Chairs: Tywan Banks, Frank Barnhart, Jeff Bates, Martin Blaine, Crystal Clark, Christine Creagh, Zac Dilbeck, Sandy Drakatos, Holly Finnegan, Lydia Gilmore, Paul Graves, Adam Keller, Eric Kenz, Tracy Koski, Melissa Logue, Tricia May-Woods, Jennifer Nardone, Amy Popovich, Ben Pugno, Cathy Ritterbusch, Rachel Romain, Adele Wright; **Faculty Fellow:** Judy Anderson; **Guests:** Chris Ensmiler (Director, Enterprise Project Management Office) and Ann Palazzo (Digital Learning committee member—attending as guest to present on Blackboard shutdown); **CSEA Representative:** Adam Keller (recording minutes)

Meeting called to order at 10:05 A.M.

1) Meeting dates for Summer

Judy worked with the Academic Council to determine the dates for SC meetings this summer. Those dates:

- Friday, June 22, 2018 (10:00-12:00, location TBA)
- Friday, July 20, 2018 (10:00-12:00, location TBA)

2) Minutes from March 23, 2018 meeting for approval

A discussion about moving forward with OAA committee members who are not participating in committee meetings and/or work was discussed at the 3/23/18 meeting, but not thoroughly included in the meeting minutes. After discussion, on 3/23 and also today (4/20), there was a consensus for Judy to put together a brief list of committee member expectations (75% attendance at committee meetings, for example), and if/when these are not met at the end of each year, the process of seeking a resolution (or replacement on the committee) can be handled in a case-by-case manner to be sure faculty (and their personal situation) is taken fairly into account. Judy also recommended that to ensure equal participation, all members of committees could be assigned specific tasks and be accountable to the committee for completion of those tasks.

> *Motion to approve the minutes of the last meeting by Melissa Logue, seconded by Jeff Bates, and passed unanimously with no abstentions.*
> *Action: By June 2018, Judy will send Co-Chairs information from AC policies on membership as determined in Summer 2016 Work Group sessions.*

3) Blackboard upgrade (*Ann Palazzo, Digital Learning Committee and Chris Emswiler, Project Management Office)*

Ann briefly described the Bb updates that will be taking place next month. The initial updates (that will occur in May) will amount to minimal differences in the look and feel of Bb appearance and navigation. The updates next year will be more profound, and will result in significant changes in navigation, but will also result in much easier use and more efficient student navigation. Chris Emswiler (Bb update project manager) will be visiting and discussing the future changes with faculty groups over the next year, to gather feedback and better make decisions about what available updates will be adopted (and how they will be adopted) in the next Bb update phase (e.g. Analytics, and Ally features).

Blackboard has a scheduled downtime starting on May 16th, and lasting potentially until May 23rd. Faculty should either copy their courses or make requests for copies by May 12th. Any requests or copies not handled by this date may result in the course shell(s) not being populated by the time students are added to them (adding students to the courses will begin as soon as the scheduled downtime concludes). Any faculty who currently is not copying their own course shells may request to have that ability (if they choose) by submitting an email request to teaching@cscc.edu and asking for this function to be added to the Bb login. Otherwise faculty can always continue to request course copies be made in the usual manner by emailing copy requests to teaching@cscc.edu.

4) **Tenure and Promotion Time AY 2018/19 (*Tenure and Promotion Committee - Holly F.*)**

Holly informed the group that digital portfolios will be an option for faculty who are up for Promotion and/or Tenure in the coming academic year (2018-2019). There will be training sessions starting in AU 2018 for faculty who wish to pursue this option. Faculty will still have the option to create a traditional, paper-based portfolio in the coming year as well. Otherwise, the content and preparation of portfolios is the same regardless of which format a faculty member decides to use. Anyone who has any questions about this can contact Holly Finnegan.   Holly also presented the dates for the Tenure and Promotion timelines for AU 2018/19 for review by Academic Council. The dates were approved without the need for a formal motion.

5) **Delaware: Data about Students (*Delaware Committee - Ben P. and Zac D.)***

Ben and Zac presented the "Delaware Data Report" from their committee, for informative reasons and also to gather feedback from the AC. They collected data to learn what the Delaware student population was like, and it aligned with their conceptions (or misconceptions) about the students.

There are approximately 1,000 students who take courses exclusively at the Delaware Campus. Ben and Zac presented data tables, charts, etc. Some of tte highlights: the average age of a Delaware student is 23 years old. This may be because the majority of their marketing is done in the high schools. There is also a fair number of students from Franklin County who attend courses there (about 30% live in Franklin).

With web classes, there are 542 students who take Delaware courses and also take at least one web class, accounting for a total of 862 WEB seats (Autumn 2017). Ben reiterated the need (based on this data) for web sections to be designated as either "Delaware" or "Columbus" campus so students will know, when

registering for courses, at which campus their instructor will reside. This is also necessary in order for resources to properly allocated and accounted for at the Delaware campus based on the number of students they are truly serving when web sections are properly designated. The percentage of sections covered by full-time faculty at Delaware is 26% (50 sections). Ben also briefly described a short survey they will be administering to Delaware students to determine the breakdown of why students are attending courses there, breakdown of their areas of study, etc.

Ben and Zac also shared some anecdotal information, along with data, that indicates Delaware is currently solving (or not solving) problems in a manner they would be solved at a regional learning center instead of at an independent campus. College leadership has made it clear that Delaware is a separate "campus" and not a regional learning center, but the way problems at Delaware are addressed often doesn't reflect this. One of these issues currently is the scheduling of course sections on the Columbus campus and Delaware campus conflicting with one another, creating issues in staffing the courses with instructors. Any faculty aware of issues related to the Delaware campus should share them with CSEA leadership so they can be taken to the Labor Management Committee.

6) **Assessment For Assessment of Student Learning Procedure No. 5-18 (C) (*Academic Rules and Policies - Jennifer N. and Patty A.)***

Patty explained that the changes made in 5-18(C) were purely cosmetic (spelling, etc.).

> Motion to accept the additional revisions to Proc. 5-18(C) by Adele Wright, seconded by Melissa Logue, and passed unanimously with no abstentions.
>
> **Action:** Academic Rules and Policies will forward the Assessment of Student Learning Procedure No. 5-18(C) to Assessment Faculty Fellows Adam Moskowitz and April Martin.

7) **College Testing and Assessment (*Student Support - Catherine R. and Amy N.)***

Cathy R. asked the group if there has been any faculty involvement in the "First Four Weeks" Initiative, and Judy A. confirmed that Shawn Casey and a few other faculty have been involved with this.
Cathy said this is about helping students through the first four weeks of their college experience. The details of the role of faculty in this initiative (what are faculty going to do additionally, or differently) is still not understood.

In regards to College Testing, Cathy stated there is no policy describing "College Testing" and their role and responsibility at the College. Currently all this exists in the form of practice and forms, but the idea is to build this out formally in the CSCC Policies and Procedures. Eric Neubauer is the person faculty should contact if they have any questions or input about this process. Currently there is a disconnect between the way in which faculty create exams (i.e., author them) for those who do not recycle the same exams every semester.

Faculty need to be vocal throughout this process because the current practices of the testing center do not take into account test-creation timelines that are best practices for student success.

8) Developmental Education Department Changes (Judy A.)

Judy discussed the recent change with the Developmental Education Department; the department will be eliminated and faculty will be going to the English and Math departments, where they will be welcomed by their colleagues and work on issues of scheduling of courses and other issues that might arise as faculty transitions into their new home departments.

9)   Election Update (Judy A.)

Judy will organize the election in the next week and asks that AC confirm the number of openings on their committees according to HHS/BET and A&S members needed.

10) SENSE Report – FYI (Judy A.)

Judy shared the SENSE report data with Co-Chairs; this report shows the attitudes, demographics, and other data related to entering students.

11) Thanks to outgoing Co-Chairs (Judy A.)

Judy thanked outgoing Co-Chairs Jack McCoy (Curriculum) and Daniel Hare (Promotion and Tenure) for their service to Academic Council.

12) Reminder about Committee Reports (Judy A.)

Judy asked that Co-Chairs complete their committee reports by the end of Spring 2018 semester. The report forms can be found in Academic Council Blackboard website.

13) Committee Updates:

Melissa Logue of the Faculty Entry, Training, and Professional Development Committee reported that there is still funding available for professional development, but the funds have now been consolidated and are not available in individual departments. Also, there is still an ongoing discussion with administration about faculty who have to pay for professional testing and licensure out of pocket being able to cover these with professional development funds. Academic Council agrees that these should be covered by PD department funds.

 Meeting concluded at 11:57 A.M.

Minutes record by Adam Keller