Academic Council Meeting

MINUTES - *Approved*

Friday, April 21, 2017
10:00 A.M.- 12:00 P.M., WD 315

ATTENDANCE: Faculty Fellow: Judy Anderson, **Co-Chairs:** Jeff Bates, Cathy Bill, Christine Creagh, Julie Cronk, K. Sandy Drakatos, Holly Finnegan, Charla Fraley, Dan Hare, Tracy Koski, Scott Laslo, Mary Lewis, Marc Lord, Jennifer Nardone, Amy Ng, Ann Palazzo, Nancy Pine, Jack Popovich, Ben Pugno, Rachael Romain, Adele Wright, **CSEA representative:** Adam Keller

Meeting began at 10:05 AM

1) **Minutes:**
   - Approved February 10, 2017 minutes – *Attachment* (electronic)
   - Unapproved March 24, 2017 minutes – *Attachment* (electronic)

Motion to approve the 3-24-17 minutes from Mary Lewis, and seconded by Jeff Bates. The motion passed unanimously, with no abstentions.

2) **Dual Enrollment Policy and Procedures – update (*Scott L., Rachael R., Judy A.*)**

Scott L. indicated they are unable to change the name of their committee to a more appropriate name because the college administration doesn't want confusion related to other college committees with similar name(s) (based on conversation with AC faculty and Kelly Hogan).

Judy Anderson indicated that the revisions to the College Policies and Procedures regarding dual enrollment by the Dual Enrollment committee, previously approved by Academic Council, has moved up the chain and is now on Kim Hall's desk. Judy will check in with Kim in May for an update. Rachael R. indicated that Jack Cooley expressed some concern regarding the policy and procedure approved by the AC, in that it might have an adverse effect on the relationships with high schools rather than only clarifying the policy and procedure around College Credits Plus.

Action: Judy Anderson will check with Kim Hall's office on the status of the Dual Enrollment committee's revisions to the College policy and procedure and report back at the next Academic Council meeting (June 23, 2017).

3) Pathways - update *(Jeff B., Cathy B., Judy A.)*

Judy A. gave an update on the "one-pagers" that describe a program, and reminded the group these documents would be the first thing a student would be given by an academic advisor if they are interested in a particular program/degree/certificate to review. A lot of work remains to be done to create all of these "one pagers." The document is essentially a promotional document for programs, as well as a tool for advisors and students, and would include 4 headings things: (1) program description (GPA, courses, links to more extensive documents such as handbooks, etc); (2) admission requirements, (3) program requirements, and (4) career and transfer opportunities. The reverse side of the "one pager" would have more detailed program map with plans of study, program milestones, etc. and the like. This document is not meant to replace any existing resources for programs/degrees/certificates, but is rather an additional resource for advisors to use with students in their initial investigations into program offerings.

Judy A. and Jeff B. asked the members in attendance for input and/or questions to consider in the process of creating these one-pagers. She also mentioned that the State is looking to drop CurricuNet, so it is unclear what the future holds for the digitization of program documents, maps, syllabi, etc. Judy also reminded the members in attendance that if they have a program map and want to get started on a "one-pager" then they should contact her, especially in the Arts and Sciences.

4) Late Registration Policy – update (*Christine C., Amy N.*)

Christine said Don Leubenthal is their representative on the college late registration policy committee. The next meeting will be on May 4, and Don would like a list of questions/concerns before that meeting so he may present them on May 4. Judy referenced the minutes from the previous Academic Council meeting which documents these concerns. Christine C. will be communicating them to Don L. so they may be addressed at the late registration committee meeting on May 4.

> **Action:** Judy will follow up with Don Leubenthal and the Student Support committee in early Summer 2017 to learn about the meetings Don had with Marty M. and Late Registration work group.

5) In-Service Spring 2017, April 20 – debrief and next steps *(Judy A., Mary L., Ann P.)*

Several members indicated that the attendance at their break-out sessions was weak. Mary L. indicated that only two faculty attended her session. Academic Council co-chairs discussed ways in which In-Service Day could be more useful and/or more well attended. The College had

previously indicated that training sessions cannot be held on In-Service day, and so the AC discussed why trainings could not be held and what needs to be done in order to perhaps hold training-type sessions on In-Service Day anyway.

Judy indicated that the proposed Faculty Fellows (one from each division) for Professional Development that are central to the proposal for the internal College grant should also be part of planning In-Service Day with respect to how part of the day can be used for faculty development. Judy shared this idea with the administration, but the very existence of these faculty fellows isn't yet a done deal and so this merely remains a possibility.

Overall, the general opinion(s) are that In-Service day is not currently useful, and the group wants the day to be productive and useful since it is a mandatory workday and college employees are required to attend. Judy asked the AC to talk to their respective OAA committees and send their ideas for In-Service Day via email so they can be compiled.

Action: Committee Co-Chairs will discuss Spring In-Service with committee members for future planning ideas.

6) **Student evaluations work group update:** *(Judy A., Ann P.)*

Ann P. indicated that the work group has had demonstrations from three vendors for products that could be used for student evaluations. One of the products boasts a very high student response rate with their technology, and so that vendor appears to be the best solution at this point. Ann said they need to get with college IT to vet the rest of the process, and with the IT workload right now it looks like a summer pilot will not be possible; a pilot in Autumn 2017 is more likely. Judy informed the group that there is *another* student evaluation work group, born out of the Academic Council and some members of the vendor selection committee, that will meet next week to discuss the particulars of the evaluations once they go live, and flush out issues such as who will have access to the evaluations once they are completed, if chairs should have access, or if lead instructors should have access, etc. Christine C. indicated that students would have to act on completing an evaluation (either by doing it or "opting out" of doing it) via Blackboard, and that one of those two actions would have to be performed by the student otherwise they would ultimately not be able to access blackboard until they acted on the evaluation. This particular, and others, are intended to be worked out by the evaluation workgroup that will meet next week.

Action: Judy will report on meeting(s) of Student Evaluation Work Group at next Academic Council meeting on June 23, 2017.

7) **OER Committee(s) to discuss and weigh in for Academic Council (*Judy A.*)**

Judy indicated that the State has proposed legislation where the amount of money a student spends on resources will be capped, and the institution(s) will be responsible for this cost. While this current legislation doesn't look to make it through the State legislature, it does represent a movement away from students buying their resources towards a model where the college will have to provide the textbooks and resources for the students.

Mary Lewis pointed out that faculty should be reaching out to state legislators to express concerns with the current language of House Bill 49. CSEA will undertake the collection of concerns and proposal of acceptable language so it can be communicated to state legislators.

Judy will invite Bruce Massis (library director) to address the AC and answer questions, with regards to OERs, at one of the summer AC meetings. Judy also suggested an AC sub-committee can be formed to investigate OERs, and (as necessary) incorporate information from other stakeholders such as the library, the textbook affordability committee, etc. Ann Palazzo pointed out that it is important for the AC to develop such a committee to ensure that faculty interests/concerns/ideas and the impact on students is part of the process. Judy asked the group to go back to their OAA committees and solicit interest in serving on the OER sub-committee, and forward names to Judy.

> **Action:** Judy will invite Bruce Massis to either June 23 or July 21 meeting Summer 2017 to present on OER's; Judy will get names of interested faculty on Academic Council (Co-Chairs and members) and faculty outside of Academic Council and set up an initial meeting for Summer 2017.

8) Higher Learning Commission – report from conference (*Judy A.)*

Judy shared information from the HLC conference she attended in Chicago in early April. The conference covered big picture issues with respect to higher education, particularly the current focus on students developing skills that help them to transition into the workforce. One of the messages was that faculty need to nurture the soft skills that are associated with competence in a given field (communication skills, etc.), or at least to demonstrate that these soft skills are addressed within a given program/pathway.

Judy accurately pointed out that this practice has always been a core principle for the HHS and BET divisions at the college, but isn't necessarily something that A&S faculty have extensively considered, but should begin to.

Accreditation and AQIP was also covered at the conference, and faculty can contact Judy, David Tom, T.J. Duda (faculty who also attended the HLC) to learn more details.

9) Internal Grant for professional development and curriculum design - update *(Judy A.)*

Judy indicated the college is moving forward with developing a grant proposal for the available internal grants for professional development and curriculum design offered by the College this semester. Judy pointed out the crucial aspect to this process will be the faculty fellows that will ultimately drive the professional development process. These grants (and the money behind them) are not intended to supplant the current faculty budget for professional development overseen by the OAA Professional Development committee. Timelines for the review of the proposal for professional development is not clear at this stage.

> **Action:** Judy will report additional information on the Professional Development internal grants at summer meetings.

10) Academic Council Committee Reporting form (*Judy A.)   Attachment (electronic and copied)*

Judy said the group needs to decide how often (or how many times per semester/year) the committee reporting form should be filled out. The overwhelming opinion of the AC is to fill these out once a semester. Judy further clarified what sort of information can and should be included from each committee on the reporting forms, which will then be available via Sharepoint so Judy can keep track of all the work, and so others can see what the respective committees are doing.

The first round of completed forms will come by the first meeting of Summer 2017, June 23.

> **Action:** Judy will make the reporting forms available via Sharepoint by early Summer 2017. Co-Chairs should work with their committees to complete the forms by the June 23, 2017 Academic Council meeting.

11) Scheduling Summer 2017 meetings

The AC meetings for summer will be on June 23 and July 21, both Fridays, and both from 10:00-12:00.

12) Other Business (*Committee Co-Chairs)*

Charla Fraley announced that today is the last day for CQI awards, so teams should submit by today if they want consideration for an award.

Meeting Adjourned at 12:02 P.M.

Minutes submitted by:

Adam Keller
CSEA Representative to Academic Council