

Academic Council Meeting
Friday, June 30, 2017
10:00 A.M.- 12:00 P.M., WD 352
Minutes - Approved

In attendance: *Faculty Fellow:* Judy Anderson; *Co-Chairs:* Lisa Briggs, Crystal Clark, Holly Finnegan Charla Fraley, Tracy Koski, Mary Lewis, Jennifer Nardone, Amy Ng, Ann Palazzo, Nancy Pine, Jack Popovich, Ben Pugno, Rita Rice, Adele Wright
Guest: Michelle Teasley-Parks, Director, College Testing Services

Meeting began at 10:05 A.M.

1) Michelle Teasley-Parks (College Testing Services) – change in mailing procedures:

- a. Michelle introduced the idea of eliminating mail room tests. Currently, no matter where the tests are taken, the tests come back to the faculty member's office. A test is touched at least six times before it is returned to a department. They are sorted, filed, sorted, mailed, etc. from five different centers. This takes time and also there are variables along the way which slow the process. There is a lot of human error that can occur.

In this new model, faculty will pick up tests at Columbus campus or the Delaware campus. Paper make-up tests/accommodation tests will remain at the centers. If a person is from Delaware campus, even if students take the tests elsewhere, that faculty member's tests will come back to Delaware campus. In this new model, all of the tests go back to downtown campus (Aquinas) or Delaware campus. This has been approved by the Testing Advisory Committee. If the testing center is very busy, a table will be set up across the hall just for pick-up.

#1a Motion: Charla made a motion to approve this new procedure and Melissa seconded a complete roll-out for Autumn semester. ***Motion was passed unanimously without abstentions.*** [Michelle noted that semesters are overlapping more because of different lengths of flex-terms, so the Saturday deadlines are at times necessary and we are working through this problem.]

- b. Next phase of Register Blast, an online test scheduling system, will involve faculty creating an account. Aisha McGrath will enter this information in the system, and it will be tracked. It will all be done online. All interested should reach out to Aisha. This relates to ALL tests. As we become more automated, we can offer a better environment for our students and faculty because testing center staff will be freed up to do things like proctoring, etc. Jennifer asked if students are required to make appointments; Michelle says that have the option but it is not required. Only make-ups require an appointment.

2) Minutes:

- Approved April 21, 2017 minutes – ***Attachment (electronic)***
- Unapproved June 30, 2017 minutes – ***Attachment (electronic)***

Motion to approve the 4-21-17 minutes was passed unanimously, with no abstentions.

3) Academic Rules and Policies Committee: Policy and Procedure 5-06 Degree Program Requirements (Patty Allen, Jennifer Nardone).

Ohio Department of Higher Education has made additional language in their regulations related to this policy (different department areas, etc.). There is no content change to the policy, but the policy needs to be revised and updated to reflect the ODHE additions/changes. There is now an Associate of Individualized Studies degree (currently for C&T students, but can be used for A&S students). It is relevant for a number of 'prior learning' types of students. These students create their own pathway (though this degree is fairly rare). This allows for faculty to make decisions about whether to add students based on their full profile. Ben noted that some of the numbers in the policy don't seem to add up. But Laurie Johns is aware of all of the transfer requirements and there is a reason for the differences in the numbers.

#3 Action: Patty and Jennifer will ask Laurie Johns about this discrepancy in numbers. Also, they will investigate Charla's concerns about the Gen Ed. requirements for Associate of Applied Sciences –students have a choice of arts and humanities class or the science class.

4) Pathways Institute #5 - update (Jeff B., Judy A.).

Judy went to the Pathways Institute in Fort Lauderdale which focused on transfer issues. CSCC is a part of a cohort of 30 other colleges who are moving at the same pace in the pathways process. All (six or seven total) attend these institutes. There are keynote speakers, sessions, etc. but representatives also have to answer questions about progress, future goals, etc.

There was a lot of interesting data presented: one was the rate of graduation from the four-year institution at the end of their experience here. We need to encourage getting the A.A. or A.S. degree. There are differing goals, however, for the different divisions. Some students need to work toward an end goal here. For A&S, we encourage transfers. But we need to move toward a culture of giving students all their options and ensuring that students in all divisions of the college are aware of what their best options are. One of the problems is parents don't necessarily want their children to be 'limited' by the two-year degrees. We need to show students and parents that those students may have greater options after the two-year degree. When a prospective student is here, they will be given (by an advisor) a one-page description of various options. It will show the degrees and transfer opportunities. This includes all of the degrees and certificates available through the College. This will also be on the website. Some majors will be in multiple pathways.

Mary Lewis asked that if Kasich's budget passes, has the Pathways group has considered the impact of the fact that certain four-year degrees might be offered by Columbus State? Judy notes that the four-year institutions have something to say about this. Lisa noted that there is currently a joint project with OSU where their students are pursuing B.A.s and also taking Nursing courses. Also, OSU is sending some of their (failed) Nursing students here. The idea here is to give students and parents as much information as possible so that they can make good, long-term decisions.

5) **Late Registration – update from Student Support (Amy N.)**

- a. Questions:
 - i. What happens when students are registered but can't take any classes? They will be steered into flex-term classes.
 - ii. Can online faculty add students on the first day? No.
 - iii. Don't faculty have the ultimate say about whether to add students?
Apparently not.
 - iv. Why have we not actually implemented the late registration fee? (Seems like a rhetorical question. Judy notes that it is probably an economic decision.)
- b. Four points that appear to be true:
 - i. There has been no final word on what actually will happen.
 - ii. It does not appear that there has been any faculty input on these policies
 - iii. It appears to be financially beneficial to adopt this policy.

5-a) Classes canceled on July 3 after 4:00 P.M. (Columbus campus): On a related issue, there was some discussion about canceling classes that meet from 4:00 P.M. onward on July 3.

#5a Motion: Amy Ng made the motion that evening classes for July 3rd after 4:00 p.m. should be canceled and this should be put on the academic calendar. Jack seconded. ***Motion was passed by vote unanimously.***

6) **Academic Council Committee Reporting Form – Judy A.**

Judy reminded faculty to complete their Committee Reporting Forms by the July 21, 2017, Academic Council meeting.

7) **Other Business:**

a. **Faculty Entry, Training, and Professional Development**

- i. **Teaching Professor Conference (Charla Fraley, Melissa Logue):** This group that went to the conference ended up being a mix between new tenure track faculty and longtime faculty. It will be held in Atlanta next year. People were sent to different sessions so that information could be shared. This was a wonderful opportunity to bring new faculty into the fold. Team-building exercises took place and as a result of this success, there are plans to create a faculty development event in which 13 tables (configured like speed dating) will allow attendees to spread best practices they learned to faculty at this college, and participants would receive certificates. Melissa noted that it was the best conference she's ever been to.
- ii. During contract negotiations, it was suggested that the FETD funds should return to departments because junior faculty were being 'bullied' by senior faculty. Charla and Melissa produced data indicating that this is not the case. These co-chairs are looking at methods to streamline the process for distributing the funds. They would also like to see money set aside for ACFs. They also like the idea of using the FETD funds for technological devices.

- iii. Crystal asked whether it's possible, after being declined by the department travel committee, to appeal to this committee. Charla said there is still a lot of confusion across campus about how the money is distributed. Melissa says that they do keep a discretionary fund for situations where approval glitches occurred. The committee is trying to put money into the hands of faculty, without chair intervention.
 - iv. Faculty Fellows for Professional Development have been shelved. However, this initiative has been incorporated into all outside reporting, which is problematic.
 - v. Charla is leaving ☹, so a new email address will be created. Melanie Adams will take over for her.
 - vi. The best time to make requests is mid-autumn, but right now they are not entirely sure how much money they will get.
- b. Jack suggested some cross-pollination between committees (professional development working with promotion and tenure, etc.).

#7 Action: Jennifer noted that the turnitin.com contract is up and there has been talk about losing it. Ann will look into the turnitin.com contract.

UPDATE: Ann reports that the contract has been renewed.

Meeting adjourned at 11:55 p.m.

Minutes submitted by,

Ann Palazzo
Co-Chair, Digital Learning Committee