

**Academic Council Meeting – Summer 2019 #2**

**Friday, July 19, 2019, 10:00 A.M. – 12:00 P.M., CT 108**

**MEETING MINUTES – *Approved***

**ATTENDANCE:** Martin Blaine, Adam Keller, Fauna Stout, Jorie Schwartz, Adele Wright, Lydia Gilmore, Dianne Fidelibus, Cathy Bill, Jeanette Ferguson, Rachael Romain, Karen Rippe, Frank Barnhart, Zac Dilbeck, Karen Muir, Tracy Koski, Holly Finnegan, Amy Popovich, Heather Thompson-Gillis, Jennifer Nardone, Patty Allen, Tammy Montgomery, Tricia May, Christine Creagh, Cathy Ritterbusch, Judy Anderson, Kelly Simons (guest).

**1) Visit from Dr. Kelly Simons, Sr. VP for Academic Affairs:**

Dr. Simons thanked the Council and Chair for its work and described her scope of responsibilities at the college.

**2) Approval of minutes from June 14, 2019 Meeting – *All (electronic attachment):***

Council voted to approve the June 14, 2019 minutes as presented.

**3) Faculty Fellow for Academic Council changes – *Judy***

Judy and Dr. Simons proposed a revised model where two faculty fellows would oversee Academic Council, one from the A&S Division (which would be Judy for the upcoming academic year) and so the next person should be from the HHS or B&E Division. Judy would serve in the A&S fellow role with a newly-appointed B&E/HHS fellow during the next academic year. Going forward, both co-chair positions will be elected by the Council members.

AC members suggested the following criteria for the soon-to-be-appointed AC faculty fellow:

- Candidates should be tenured
- Minimum two years' experience as an OAA Co-Chair (i.e., AC committee member)
- Both faculty fellows cannot come from the same Division

**Action Item:** Judy will put together a draft of the job description and send it out to the AC members for review and comment by next week. The next step will then be to put out the call to see which faculty are interested. Once candidates are identified, the sitting members of the Academic Council will vote and elect a candidate to the position.

**4) Academic Council Committees reorganization/consolidation – *Judy***

Judy indicated that she recently met with Kelly Simons, and part of the discussion was centered around the reduction in the number of OAA committees. Originally, there were 10 OAA committees, and that number has grown to 14 since the inception of AC. Dr. Simons indicated she believes the number of committees should be reduced .

Judy then shared a few of Dr. Simons' ideas:

- combine Curriculum and Assessment committees
- combine the Tenure and Promotion committee with FETPD committee.

Judy articulated to Dr. Simons several points why these changes would not work, such as the faculty contract requiring a Tenure and Promotion committee, as well as the institutional need to have separate committees that oversee Curriculum and Assessment, given the standards for accreditation (among other things).

The AC had a lively discussion. Various ideas were expressed to ensure understanding of the work each OAA committee performs.

**Motion/Action Item:** Cathy R. motioned for the Academic Rules and Policies committee to review the existing AC policy and procedure governing the composition of OAA committees. The motion was seconded by Lydia G, and the motion passed unanimously, with no abstentions.

**5) HLC Visit Presentation: scheduling for Autumn 2019 – Judy**

Bruce Massis and the AQIP team want to present at the first AC meeting in the fall, and will take up approximately one hour of the meeting time, with the alternative of scheduling an additional meeting. The general consensus is to go ahead and schedule the visit for the September 27, 2019 AC meeting.

**6) Testing Center Update – All (*electronic attachment*)**

Judy shared a document which reveals the Testing Center days/hours of operation for the Autumn 2019 semester.

Several AC members expressed some recent issues they have had with the testing center this semester. Students are being interrupted during exams, students are being turned away when they arrive for their testing appointments, lines are out the door on a regular basis, and the center is typically understaffed in relation to their volume of business. The testing center also indicated that faculty can no longer declare a Saturday as the deadline date to take an exam. The days of operation this summer have been reduced, and so the testing center is getting slammed on the days when they are open. The testing center leadership indicated that specific days of the week (and times) were removed this summer because those days/times are historically very slow.

Judy indicated the testing center advisory group is being reinvigorated, following the six months in which faculty input into testing center policy/procedure was not sought. The faculty on the Testing Center Advisory Committee who also serve on AC will report back on how things progress.

**Action Item:** The next TC Advisory Committee meeting is Wednesday 7/24/19. Academic Council will assist in providing a faculty feedback survey, and the TC advisory group can use that data to whatever extent it may support their work. The Academic Council will also draft a statement based on the survey results. The timeline for developing and administering the survey to all faculty is by the next AC meeting in September.

**7) Food Market request from Jack Popovich – Judy**

Judy is meeting with Jack Popovich later today to discuss volunteers and staffing for the upcoming Food Market. Judy asked everyone to keep this in mind, and keep an eye out for a subsequent email to call for volunteers.

**8) Autumn 2019 meeting dates – All**

AC meetings for the Autumn Semester:

Friday, September 27, 2019 (10:00 AM, location TBA)

Friday, October 25, 2019 (10:00 AM, location TBA)

Friday, November 22, 2019 (10:00 AM, location TBA)

**9) Updates and agenda items for Autumn 2019 – All**

Frank B shared information he had received regarding WD ballroom and the new space in Mitchell Hall. These spaces may become “lease only” spaces, and the administration may make these spaces pay-to-play, even for CSCC groups and events. Another potential issue are current discussions about coopting the NH auditorium for events, which poses a real problem for courses and program who currently use that space, such as the Theatre program. All agree the NH auditorium has existed to serve our students and their courses, and many agreed that faculty need to remain vigilant about any plans to convert existing classroom and academic space for non-academic purposes.

**Action Item:** Faculty who have concerns or suggestions about capital decisions can email Michelle Arnold. Academic Council referred to CSEA for discussion the issue of faculty offices and space, as many AC members described concerning developments regarding faculty office space within their departments.

**Action Item:** Judy asked Co-Chairs to review their Committee rosters and report changes to her by July 30.