

## Academic Council Minutes

April 14, 2023

### Meeting Location – Teams

10 am – 12:08 pm

**Present:** Mary Lewis (AC Fellow), Martin Blaine (AC Fellow), Zachary Dilbeck (Delaware), Holly Finnegan and Jeremy Banta (Promotion and Tenure), Elycia Taylor and Jackie Lovelace (Service-Learning), Lilia Bermudez (Student Support), Peter “Bo” Riley (Dual Credit/Enrollment), Patricia May Woods and Tracy Koski (Instructional Success), Sandy Drakatos and Adele Wright (Assessment), Barry Young and Lee Wayand (Pathways), Patty Allen and Jennifer Nardone (Rules and Policies), Reuel Barksdale and Dylan Canter (DEI), Nick Shay (Curriculum), Paul Graves (Honors), Ann Palazzo and Nicholas Lakostik (Digital Learning), Lydia Gilmore and Liz Hammond (FETPD), Royce Carpenter (CSEA).

**Guests:** Allen Parson (Manager, Retention Support Services/Starfish), Teddi Lewis-Hotopp (Senior Director, Retention Support Services/Starfish), Marcus Jackson (Senior Project Analyst Administrative Operations/Strategic Plan), Almar Walter (VP of Diversity/Strategic Plan), Dr. Rebecca Butler (Executive VP), Sarah Madtes (Counseling Services)

**Not Present:** Frank Barnhart (AC Fellow), Brent Funderburk (Curriculum) Jorie Schwartz (Student Support), Michael Soliday (Delaware); Scott Laslo (Dual Credit/Enrollment)

1. Approval of Meeting Minutes - see attached; Elyca Taylor – moved, Lydia Gilmore -- seconded. Approved unanimously.
2. Council Business
  - a. Elections Update: Martin briefly discussed the two current election processes happening at this time. First, the nomination period for academic council committee members is closed and the ballot will go out next week to all faculty for voting. Second, the call for nominations went out for AC Co-Chair this week and we are currently accepting those, with a preference for HHS.
  - b. Starfish Updates (Teddi Lewis-Hotopp and Allen Parsons - guests)
    - i. Teddi and Allen provided a PPT presentation reviewing updates to Starfish and how they are using the data to provide targeted support services to students. Surveys go out four times during the semester, flags can be raised outside of those periods. Team of Peer Success Leaders will reach out to the students.
  - c. Strategic Plan Listening Session (Marcus Jackson, Rebecca Butler & Almar Walter)
    - i. Almar & Marcus reviewed a power point with preliminary information about the strategic plan updates; the current updates include the prior 3 pillars of Workforce Development, Student Success and Community Engagement as well as the addition of Our People, with an overarching thread of Diversity, Equity and Inclusion.
    - ii. Example discussed in detail was Student Success and the priority around enrollment strategies, proactive outreach and success in all career paths.

- iii. Values have revisions of Equity, Belonging (formerly Inclusion) and Continuous Learning.
- iv. AC members had an opportunity to ask questions/clarification around strategic planning pieces.
- v. Next steps: At In-Service Day, the Strategic Plan renewal will go live for community feedback (it is already live for Faculty/Staff feedback). Eventually it will go live for Student feedback. There are three ways to provide feedback:
  - 1. First, 1:1 feedback anonymous on the website.
  - 2. Second, there will be Town Halls (prior to commencement and one after summer begins) to have a group discussion.
  - 3. Third, on April 25, all of the Senior Directors/Deans will come together and go through the strategic plan – they will be given a communication kit to use at Department meetings between now and summer term to explore at Department level and provide feedback.
- d. DEI – Reminders of Commitment (Mary and Martin)
  - i. Reminder of AC Co-Chairs are leaders at this college and we need to be proactive around DEI concerns; please bring those to the co-chairs if you see them. It is our responsibility to center DEI work and always have that lens with our colleagues and students.
- e. Blackboard base navigation – course copy building block update (5 min; Ann Palazzo)
  - i. Live: May 16<sup>th</sup>
  - ii. Next Tuesday there is another workshop on Bb
  - iii. Faculty concerns: lack of ability to do direct course copying, DEIS will have to do the course copying. Those who have access to this right now will get a direct email update about the change soon.
- f. Counseling Services (Sarah Madtes)
  - i. Offering individual counseling; they do not have drug/alcohol counseling.
  - ii. Students must be enrolled in classes to use the services and it is free for students.
  - iii. Students can use services over summer if they were enrolled in Autumn 23 or Spring 23.
  - iv. Currently they are in WD 1076 (1<sup>st</sup> floor).
  - v. Doing brief counseling – they refer out to more intensive cases.
  - vi. Two full-time counselors (Sarah & Ezekiel) and several part-time intern counselors. The OSU students are not allowed to work over the summer, dropping the number of available counselors down.
  - vii. There is in-person counseling or virtual counseling with CSCC or UWill app for virtual counseling. Most students are wanting in-person counseling at this time.
  - viii. Sign up through the counseling services website; there is a form they will fill out.
  - ix. Faculty should direct students to the website; they do not do walk-in services at this time.
  - x. For students in crisis, campus police would be called to escort them to the hospital.
- g. HR Survey Brief Summary (Liz, Dylan & Mary)

- i. Approximately 40 responses, from both faculty involved in the hiring process and recent hires.
      - ii. Common themes were DEI issues, disorganization, timing concerns, and lack of communication.
      - iii. A formal report will be written and submitted to AC and HR.
    - h. Committee Written Reports
      - i. Due July 7, 2023
      - ii. See form in AC Bb Organization
    - i. ILG Letter (Adele and Sandy - Assessment)
      - i. Every 4 years the ILG's are reviewed for relevance/usefulness. The ILG committee meets to conduct this review.
      - ii. This letter documents that the ILG's are current/relevant and are not going to be modified (requiring no action from AC).
      - iii. Once the OT36 is in place, then the ILG's will be re-reviewed in 2-3 years to see if they need to be revised. If revisions are needed, it will require a significant amount of work. The ILG committee and Assessment committee is asking AC to assist coordinating and supporting this faculty work.
    - j. Staff appreciation / Request an email for issues around printing (Martin)
      - i. Please take time when staff send out requests for feedback that we respond, even if it is just a comment that things are going well/positively.
      - ii. Communication goes both ways and we are trying to facilitate a transparent and ready flow of information.
    - k. Workday Professional Development Update (Liz & Lydia)
      - i. PD requests are in WorkDay now
      - ii. There are numerous questions that the committee is following up on with administration; they sent out information via email on April 13<sup>th</sup>. (Email as Item 1 below)
      - iii. Please email [profdevfund@csc.edu](mailto:profdevfund@csc.edu) with questions/concerns
3. Committee Updates
- a. Call for FIX proposals is up and due by April 19<sup>th</sup>.
  - b. [Faculty Idea Exchange 2023 - Teaching Conference at Columbus State Registration, Fri, Jun 9, 2023 at 8:30 AM | Eventbrite](#)
4. Next meeting SU23
- a. June 16 & July 14 from 10-12; Virtual and In-Person.
  - b. Summer plan is to revise the Council Charter; please look at the charter to determine if it is still meeting AC's needs.
  - c. Martin shared a list of concerns that the co-chairs have come up with to date.
5. Meeting adjourned at 12:08pm

## Item 1: PD Funding Requests and Workday Transition

[profdevfund@csc.edu](mailto:profdevfund@csc.edu)

Hi Everyone,

We have quite a bit of information to share with you, so this is your long email alert :). As you may know, there have been significant changes to the way professional development funding for faculty is processed. All faculty requests for professional development will now be submitted and processed in Workday. Since the transition to Workday occurred, we have been communicating with your department's PD committee chairs and have been providing updates as we get them. Communication from the offices involved with this change has been a challenge but we are committed to trying to make this process as easy as we can for you. As things change or get updated, we will let you know. We appreciate your patience as we all navigate this new process.

Moving forward in Workday, the only form that will continue to be used is the PD Request Form which will show that your request was approved by your department's PD committee or FETPD. This form will be added as an attachment to the spend authorization and expense reports submitted in Workday. No other college forms will be used/attached in Workday.

We know some of you were caught in the transition. Below is what should happen for those requests.

- Requests (reimbursements and travel expense reports) made and fully approved before March 20
  - You should receive your check by the end of April. If you don't receive it by then, please email [profdevfund@csc.edu](mailto:profdevfund@csc.edu).

Travel Requests submitted and approved prior to March 20 for travel in April, May, June. Since you will not have a Spend Authorization, you will submit your Expenses into Workday using the "Create Expense Report" option. Do not choose "Create Expense Report from Spend Authorization" as there will not be a spend authorization for that request in Workday.

Be sure to include your signed PD Funding Request form and your original Travel Request form. All expense items will need to be entered and documentation provided.

- Requests (travel and non-travel) that were approved by the department PD committee but were not submitted in time to make it through the process to the travel office prior to their March 21<sup>st</sup> cutoff
  - You will submit your request in Workday. You will include your signed PD Funding Request form. For travel, you will need to create a new Spend Authorization. For non-travel, you will create a new Expense Report.
  - For travel, when you return, you will submit your expense report in Workday. You will choose "Create Expense Report from Spend Authorization" which will bring over your content from your spend authorization.

- For requests (travel and non-travel) that have not been approved by the department PD committee, please send your request to [profdevfund@csc.edu](mailto:profdevfund@csc.edu).
  - Once your request is approved, you will submit your request in Workday. You will include your signed PD Funding Request form. For travel, you will need to create a Spend Authorization. For non-travel, you will create a New Expense Report.
  - For travel, when you return, you will submit your expense report in Workday. You will choose "Create Expense Report from Spend Authorization" which will bring over your content from your spend authorization.
  - Note: In Workday, ignore warnings about direct deposit, that option is not yet available // the default for all expense reports is a check mailed to your house.

Prior to the Workday transition, reimbursement checks typically took about 3 weeks once they were initially approved. With the transition, this timeframe may take a bit longer as everyone works through the new processes. If you have not received your check and it has been more than 4 weeks since you entered your information into Workday, please email [profdevfund@csc.edu](mailto:profdevfund@csc.edu).

Given the transition to Workday, consolidation of PD funds on April 1<sup>st</sup> was put on hold. Your department's PD funding allocation is still in your department's cost center. This means that you should leave the cost center in Workday to its default which is your department. We are working with the budget office to find a solution for those departments who are completely out of PD funds. We will update those impacted PD committee chairs once we have more information.

Attached to this note, you will find a revised tips sheet for PD Funding. It includes information about the different requests and includes screenshots of select Workday screens that can help you navigate the submission of your requests. We have 2 sessions later this month to help faculty work through requests and answer any questions you may have.

**Faculty Workshop Presented by FETPD - Professional Development Process and Q&A**

These workshops will be faculty centered and cover how to submit spending requests and expense reports, give tips on expense items, and answer any questions you may have.

Monday 4/24

2:00 PM - 3:00 PM

Zoom: <https://csc.edu.zoom.us/j/94605246936?pwd=enhNWGxkVVlySGp4bXNhcFdXa3d6QT09>

Meeting ID: 946 0524 6936

Passcode: 862455

Friday 4/28

11:00 AM - 12:00 PM

Zoom: <https://csc.edu.zoom.us/j/96952747274?pwd=aW9rQ3A0RIZOY2VHQWJncmd6d0ROZz09>

Meeting ID: 969 5274 7274

Passcode: 270593

If you have any questions or need help, please let us know. We are here to help you navigate this new process.

Thanks,

Liz and Lydia - Co-Chairs, FETPD