

Academic Council Meeting
MEETING MINUTES (APPROVED)

Autumn 2019 – Meeting #2: Friday, October 25, 2019
10:00 A.M. - 12:00 P.M., WD 305

Attendance: Co-Faculty Fellows: Judy Anderson, Cathy Ritterbusch; **CSEA Vice President:** Adam Keller; **Committee Co-Chairs:** Patty Allen, Frank Barnhart, Cathy Bill, Ruey Bruce, Christine Creagh, Sandy Drakatos, Jeanette Ferguson, Dianne Fidelibus, Holly Finnegan, Eric Kenz, Tracy Koski, Marc Lord, Melissa Marmie, Tricia May-Wood, Tammy Montgomery, Karen Muir, Jennifer Nardone, Andrea Pifher, Karen Rippe, Rachael Romain, Jorie Schwartz, Fauna Stout, Heather Thompson-Gillis, Adele Wright,

1) Approval of September 27, 2019 minutes (*electronic attachment*)

Motion to approve the minutes from the 9/27 meeting by Jeanette Ferguson and seconded by Rachael Romain. The motion was approved unanimously, with no abstentions.

2) Committee and CSEA Updates: Committee Co-Chairs and CSEA VP

Assessment (attachments): Adele provided handouts highlighting the 2017-2018 Assessment report submissions, summarizing strategic and budgetary needs identified by the Division Assessment Committees (19 reports submitted, 14 approved, 5 not approved, and 2 reports not submitted). The A&S division is rethinking how they will conduct program review and so they are not included on this report. Adele also provided a handout which covers the HHS and BET 2019 Program Review submissions. With regards to Program Review, common themes were addressing the need for the College to conduct employer surveys, standardized graduate surveys (which many Programs have been conducting themselves to support their accreditation), budgetary requests primarily related to software and facilities needs/upgrades, and, additional TT faculty.

<p>Action item: Adele indicated that, according to the College’s Assessment process, Academic Council is to forward the reports to Academic Affairs (specifically SVPAA) as formal recommendations. Cathy R. suggested that possibly the reports should also be disseminated and discussed at an upcoming OAA Leadership Team meeting as well. Judy A. and Cathy R. will coordinate with Assessment Co-Chairs.</p>

Diversity and Inclusion: Christine C. announced that Frank B. will most likely be stepping down as co-chair of this Committee at the end of the semester. Currently, their committee is working on a guide to assist with serving LGBTQ students on campus. Christine indicated that discussions are also advancing about how to best support students of color. Christine also described how

CSCC also needs to work on the racial composition of the faculty; for example, we actually have less than 5% of TT faculty identify as black or African-American, extremely low when compared to the student population. All faculty are encouraged to attend the Diversity, Equity and Inclusion FPD workshop (contact Royce Carpenter for details, as she hosts this workshop).

Instructional Success: Currently they are in discussions about keynote speakers for FIX 2020 and are considering running various tracks at the conference instead of just one overarching theme. At the previous FIX 2019 conference, there was a huge growth in the number of attendees and represented institutions. There were 178 total participants (123 from CSCC and 55 from partner institutions), 19 presentations (9 from partner institutions), and a total of 17 institutions were represented at the conference.

Promotion and Tenure: Holly described that Committee Representatives, CSEA, and the administration have been working on an MOU covering how hiring faculty higher than the instructor rank will be handled moving forward. The MOU will allow for this practice but clearly describe the circumstances under which this will be permitted, to ensure this practice isn't misapplied or interpreted differently from one search committee to the next.

Action: The Committee will continue to further this conversation with CSEA and other relevant parties (such as HR) to ensure that hiring committees and practices are aligned with college PP and the faculty contract.

Academic Pathways: Dianne indicated that the Program Overview documents (one-pagers) are not up-to-date on the College's website. Right now, students are looking at one-pagers that are actually not correct, since they are several years old at this point. This committee is also working on identifying students who may be in the wrong major, and when faculty find themselves working with a student in this scenario, then working with other faculty and advisors to get them on the right track.

Action: The Pathways Committee requests that Programs check the CSCC website, look at the one-pagers for their respective program, and ensure they are accurate. If they are not, then lead faculty should ensure their info is correct in CurricuNet and provide updated materials to Dianne.

Digital Learning: Eric Kenz indicated that he will likely be stepping down as co-chair at the end of this semester. Eric said there should be a survey coming soon, for all faculty, concerning teaching technology on campus, to identify what technology may be missing in the classroom(s) as the college considers how to make necessary updates/fixes. They are also collaborating with Instructional Success on the new "online observation report form" to be used when observations are conducted for web courses. Several AC members indicated that the form(s) could also be "tweaked" to better serve varying modalities, like clinicals or lab-intensive courses, and further work and input will be considered to improve the observations form(s).

Student Support: Over the past year, they have been inviting various administrative support areas to address the Committee and identify collaboration points. Recently Teddi Lewis-Hotopp from College Completion presented. Another issue the Committee recently addressed was a revised policy and procedure covering “domestic travel.” At least one field trip was nearly canceled 72 hours before the trip would take place (after the bus and arrangements and previous approval was already obtained). There is a breakdown in communication from the SEaL office and Student Travel, since the former gave approval and the latter then said “no” just prior to the trip. In this particular case, the Dean’s office was integral in getting permission for the trip to occur despite confusion surrounding the necessary forms.

Action: The Committee Co-Chairs plan to reach out to Dr. Butler to create some clarification so that a same-day, local field trip will not be bound by the same 9-page form as “student travel” group requests.

FETPD: Current work of the Committee has centered around clarifying the process for getting approval/funding for professional development activities. They have written a blurb on the CSCC website, including links, to outline the process and find all the forms that are needed in order to navigate the process. This webpage will go live November 1. There will also be links to webinars over a whole variety of PD topics, in the ballpark of 450 webinars.

Action: FETPD will setup a meeting with the college-level FETPD workgroup (Judy A.) to coordinate their efforts with regards to the website and communicating with the faculty body. The FETPD co-chairs will be meeting with Kelly Simons next week to address some of the issues and bottlenecks in the approval process once faculty submit the necessary paperwork. For now, if a faculty member submits the paperwork and continues to not hear anything about approval, then they should reach out to the FETPD committee (i.e. Karen Rippe) and ask. Documentation is often held up at various places in the approval process. Karen Rippe, recommended each department committee meet in May of each year in order to consider and approve requests for activities that will take place in the subsequent Fall semester, whenever it is possible for faculty to plan that far in advance.

Delaware: The Committee Co-Chair expressed concern that an ACF hired expressly for the Delaware campus, is not actually teaching very much at the Delaware campus (one class at Delaware, then sections at Dublin, and/or main campus). This hints at a larger issue, or body of issues, with respect to the hiring process, search committees, job description(s) and work/employment conditions, and so this is a CSEA and Labor Management Committee issue, The CSEA representative reports that this is already a topic of current discussions between CSEA and the administration.

Service Learning: Heather Thompson-Gillis mentioned that the Service Learning Committee Co-Chairs continue to work with faculty in a variety of areas to develop opportunities. She additionally noted the opening of the Mid-Ohio market and volunteering opportunities, for faculty students and any campus person who wants to help.

Action: Those interested should contact Heather or Jack Popovich for details on training.

Dual Credit: The Committee Co-Chairs noted that they will be attending Dr. Simons' open office hours to inquire regarding the Committee's recommended changes to college P&P during the past academic year. They are also working with FERPA documents that address dually-enrolled students. They are also seeing a lot of issues coming up recently, where CCP students are being afforded concessions with regards to late adds, administrative withdrawal, waiving placement tests, etc. that are not allowed for "traditional" students. They compiled a list of these issues and moved it up the chain. The College Credit Plus office responded, acknowledging that faculty hadn't been included on these issues, and so they are now inviting the Dual Credit OAA committee now provide input in order to ensure all students are held to the same requirements and expectations.

Curriculum: Tammy and Marc indicated that a significant item is that Curriculum still is not supported by faculty fellows, and recently met with the Deans about this need. They will continue to advance this request.

Academic Rules & Policies: They have recently met with Sarah Skeen and the Co-Faculty Fellows to discuss the process for recommendations and issues coming from Academic Council as they move to the SVPAA. There is a need for tracking this process and ensuring that recommendations are met with an appropriate response (see "Dual Credit Committee" update, above). It would also be beneficial to have a tracking system.

3) HLC visit schedule: Co-Faculty Fellows (attachment)

Judy discussed the two-day schedule for the HLC visit on 10/28 and 29, to specifically show which meeting all members of the Academic Council should make every effort, as follows:

Monday, 10/28, 1:15 – 2:30 PM (Library Media Center)

Tuesday 10/29, 10:45 – 12:00 PM (Library Media Center)

There is also a one-hour meeting to which all faculty (including adjuncts) are invited. In addition, there is time set aside for anyone who wants to meet with a member of the HLC review team, to share any concerns (behind closed doors) that one does not want to share to (or in front of) other college employees or administrators. All faculty have received the entire meeting schedule via CSCC email. To attend any of these meetings, faculty can request subs if necessary.

4) Academic Council Website update: Judy

Judy indicated the Academic Council is now officially current and up-to-date. All the OAA committees and the respective co-chairs are listed on the website.

Action: Judy asked everyone to go into the site, check out the details about their OAA committee (as soon as possible), and see if it looks correct. Any editions/corrections should be sent to Judy. Everyone should also take note of the current committees' rosters and make sure they are accurate as well and, again, email necessary corrections to Judy.

5) **Meeting with Dr. Harrison and Dr. Butler on Capital Planning: Cathy**

Drs. Harrison and Butler are holding meetings with as many discrete groups of campus leaders as possible to ensure that everyone accurately understands the potential Bond Issue that has been proposed for Board approval. Academic Council has been invited to the President's Boardroom on Friday, November 1 at 3:30. Please make every effort to attend.

6) **Process for TAG Classes: Karen Rippe**

Karen shared some of the problems that have occurred with respect to renewing TAGS agreements for several courses in the BPS department. Recently, she has become aware of similar issues in other departments. The main issue is there doesn't seem to be an alert, when TAGS are up for renewal, to notify faculty who ultimately will have to do a substantial amount of work in compiling documents and forms to support the renewal process. This issue is currently on the radar of college-level Curriculum and support committees (Deans, etc.)

Action: In the meantime, any faculty teaching a TAG-ed course should go to the ODHE website and look to see if they have an expiration date looming. USE THIS LINK https://reports-cems.transfercredit.ohio.gov/pg_1?:::

Meeting adjourned at 11:58 A.M.

Minutes submitted by Adam Keller