

**Academic Council Meeting Minutes - APPROVED**

**Autumn 2019 – Meeting #3**

**Friday, November 22, 2019**

**10:00 AM – 12:00 PM, WD 305**

**Attendance: Committee Co-Chairs:** Patty Allen, Frank Barnhart, Cathy Bill, Martin Blaine, Ruey Bruce, Sandy Drakatos, Jeanette Ferguson, Dianne Fidelibus, Holly Finnegan, Paul Graves, Eric Kenz; Tracy Koski, Marc Lord, Melissa Marmie, Jennifer Nardone, Andrea Pifher, Amy Popovich, Rachael Romain, Jorie Schwartz, Fauna Stout, Adele Wright; **Co-Faculty Fellows:** Judy Anderson, Cathy Ritterbusch; **CSEA Representative:** Adam Keller (minute taker); **CSEA President and ex-officio committee member, Tenure and Promotion Process Committee:** Tom Shanahan

The meeting began at 10:01 AM.

**1) Approval of October 25, 2019 minutes (*electronic attachment*) (5 minutes)**

**Motion** to approve by Adele Wright, seconded by Rachael Romain, and the motion passed unanimously with no abstentions.

**2) Scheduling of Spring Meetings and Spring Retreat—Co-Fellows**

There will be three meetings in Spring 2020, and a charter-planning retreat. The last planning retreat was June 2016, and procedures for committees, membership, elections, and meetings were developed, voted on, and established as practice for Academic Council. Summer 2020 will be a good time to review and refine these procedures as well as develop our overall charter.

Judy and Cathy then asked the council to suggest and discuss the dates for the retreat and the three regularly-scheduled AC meetings, resulting in the following Spring 2020 schedule.

**Action: Update after 11/22/19 meeting:** After the Co-Faculty Fellows discussed the retreat with Dr. Kelly Simons, the following changes were made to the Spring 2020 meeting schedules. The Co-Faculty Fellows will schedule rooms and send invites to all committee members and Adam K. as well as Dr. Simons for the Retreat.

AC Retreat: February 7, 2020 (10:00 A.M. – 12:00 P.M.)

AC meeting #1: February 21, 2020 (9:00 A.M. – 1:00 P.M., including lunch)

~~AC meeting #1: February 7, 2020 (10 AM – 12 PM)~~

~~AC Retreat: February 21, 2020 (9 AM – 12 PM, plus lunch)~~

AC meeting #2: March 27, 2020 (10:00 A.M. – 12:00 P.M.)

AC meeting #3: April 24, 2020 (10:00 A.M. – 12:00 P.M.)

**3) Committee reports & roster updates for Spring – Co-Fellows and All**

**Action:** Judy asked everyone who hasn't yet completed the Annual Reports to do so by December 2<sup>nd</sup>.

Judy also reminded everyone staying on as co-chairs next semester to get their reassigned time requests into their chairperson(s).

#### 4) **Committee and CSEA Updates: Committee Co-Chairs and CSEA VP (40 minutes)**

**Academic Rules and Policies:** Patty Allen said their committee is developing a tracking process for recommendations and work done by AC as it moves through the process of approval and have also been discussing the charter work in meetings with the Co-Faculty Fellows.

**Promotion and Tenure:** Fauna Stout indicated their committee is working on business as usual and as described at the previous AC meeting. They have recently produced an MOU regarding hiring at a rank above the Instructor level, which is currently under consideration by College for approval.

**Curriculum:** Marc Lord said their committee is currently discussing and working on the process for how curriculum changes and decisions are made. At the moment, Curriculum Management is a bottleneck in the process (only two people employed to handle this part of it) and communication across the process has proven challenging as well. Marc's committee is working on getting at least one faculty fellow, and the Deans agree, so now they are just waiting for a final approval from Academic Affairs. On a related note, the recent HLC review indicated that the CSCC curriculum process has a long way to go before it reflects a productive and useful process. Overall, the process is slow, relatively unclear, and seems to be even further slowed down by the very nature of how the "boxes are checked" en route to changes being made. Sometimes things "just get stopped" and nobody knows why. Marc indicated that their committee only can have the time to see if all the components are there in the proposed curricular changes. With the hopeful addition of at least one faculty fellow (ideally one from each Division) the Curriculum committee would be able to provide a more detailed review of each proposal before moving them forward and thus ensure everything is included in the proposal so it isn't halted by Curriculum Management.

**Digital Learning:** Martin Blaine said their current goal is to improve the process of student evaluations since the response rate for students is very low. There are new concerns about the process or the form in terms of how it affects the student response rate. There is some information that Teddi H. could possibly dig up regarding when students are filling them out (e.g. how many students complete the eval *after* final grades are posted, since currently students can wait until after they get a final grade and still have time to complete the eval). A lively discussion among the AC membership followed Martin's update regarding the validity of student evals, how they are used (constructive vs. punitive), and how they could be improved. In the end, Martin emphasized the importance of this process and the opportunities to improve it should be monitored by their committee.

Martin also described various workgroups that work on digital learning and many of them are looking for people to contribute. Anyone interested in Blackboard analytics and related work should send Martin Blaine an email. This is a good opportunity for newer faculty to get involved with campus work.

**Action:** Martin will send the details about the digital learning work group opportunities to Judy/Cathy for dissemination.

Martin also said that Academic Council passed (nearly two years ago) the recommendation to pilot the analytics options on Blackboards, which the college already pays for, but to date there has been no movement or progress on making it happen. Several AC member indicated they had heard that “Blackboard analytics are dead” although Martin suggested this was only the case when the use of Blackboard as our LMS was in question, which is no longer the case.

**Action:** Judy and Cathy will inquire with Kelly Simons about where this is and what is going on with it.

**Service Learning Committee:** Amy Popovich said their committee is working to increase the opportunities for instructors to add service learning to their course(s). She gave an example of a Psych class that is 100% service learning and now will be meeting in Westerville where the students will have their own offices and resources to conduct service throughout the course. Student who take and complete a S-designated course get a special cord at graduation and have the distinction recorded on their transcript. Another example is Accounting courses where students provide tax-prep services. Anyone who is interested in getting service learning in their course should reach out to Amy Popovich.

**Assessment:** Adele Wright described how they are working with the company that provides CurricuNet to work on improving the process which is currently problematic in a variety of ways.

**FETPD:** Melissa Marmie noted that there have been issues with the approval of faculty development forms. They are working with administration to keep the forms and approvals flowing in a timely manner. Another item on their agenda right now is to organize speakers to visit campus and getting faculty to attend these events to more efficiently use some of their unspent dollars and maximize value to provide FPD opportunities. Tracy Koski suggested to not look at June to schedule such events since the FIX conference is already scheduled for June 19.

**Diversity and Inclusion:** Frank Barnhart provided an update on the proposal their committee submitted with respect to the Christopher Columbus statue and the fact it is currently a centerpiece of campus, which is no longer appropriate given the current social knowledge base. The college has always agreed that an alternate arrangement for the statue should be found. Frank also described that their committee (and others) are working on language to include in evaluations and appraisals to address diversity and inclusion.

**Honors:** Paul Graves described they are working on bringing in more participation across the faculty with honors courses, and also collecting expertise around campus (in the form of workgroups) to optimize and expand the Honors program and offerings at the college. They are currently recruiting from outside their committee to contribute.

**Student Support:** Jorie Schwatz described that their Committee has been discussing and working to help get the word out about the Mid-Ohio Market and that some other existing support services have gone or are going away (e.g. Campus Cupboard). Jeannette F. added that their committee is really lacking on the HHS and BET divisions. Judy said that elections will be held in Spring 2020 for Academic Council, so hopefully this will address their membership needs.

**Action:** One of the topics at the February 2020 retreat will be to brainstorm and find ways to increase involvement from those divisions (BET and HHS).

***Instructional Success:*** Tracy Koski described the upcoming FIX conference (Social Psychological Interventions in Higher Ed), breakout sessions, and the overarching theme for those and the conference as a whole. They will have various tracks for the breakout meetings. They are also working on some small changes on the classroom observation form. There are some larger issues with the critical thinking portion of the form since they don't really line up with the critical thinking ILGS at the college. If anyone has any suggestions or feedback on the current observation form, they should contact Tracy Koski.

***Pathways:*** Dianne Fidelibus reported they have recently been looking at the cross-campus communication process about changes related to Pathway(s). Coming OSU Gen Ed changes will impact Pathways as well. Marc Lord described how OSU is completely revamping their Gen Ed structure, which will change the landscape of how students are going to fulfill the requirements, and what the requirements are. Basically, the whole categorization of Gen Eds will change, there will be different "themes" and so forth. Ron Elizaga is a "delegate" from CSCC to the OSU Gen Ed committee, and other CSCC faculty, including Cathy Bill, Co-Chair of Academic Rules and Policies, are helping with this effort.

Cathy R. requested that faculty work to ensure that we are driving the process of making any modifications and changes to curriculum, and that curriculum decisions are faculty responsibility as the OSU changes and "themed courses" are created and changed over the next two years.

Dianne gave an update on the Academic Overview documents, which she has been working to get faculty to update. Currently, they have all been removed from the CSCC website due to accessibility concerns and lack of an updating process. There is now a trickle-down effect because the "Student Planner" relies on the data and information contained in these Academic Overview documents. Her next meeting with Marty M and Kelly S and Kirk D. is on December 2.

Dianne also offered her personal gratitude and thanks to the English dept for now offering some APA- focused composition courses.

***Dual Enrollment/College Credit Plus:*** Rachael Romain reported that they continue to be focused on how to get the proposed Policy and Procedures for CCP approved and incorporated into college P&P. They recently attended open office hours with Dr. Simons and the matter remains in the Office of Academic Affairs, awaiting further action.

***Delaware:*** Ruey Bruce described some progress on adding dividers on campus to provide more office space, but that is only a temporary solution for now. Office space for faculty continues to be an issue at the Delaware facilities.

***CSEA:*** Adam Keller reiterated the MOU drafted by the P&T OAA committee has been initially approved by CSEA and awaiting the college's response. Dr. Simons indicated she has little awareness of this MOU or its purpose since it has been awaiting college approval since before she was hired, and she has requested it be discussed at the next Labor/Management meeting. Tom Shanahan informed the council that CSEA has been preparing for negotiations and to be on the lookout for the pre-bargaining survey, which will be sent by Adam to the entire faculty this coming week.

## 5) **Chair Signature on Faculty Observation Form – Co-Fellows (5 minutes)**

Cathy R. described a situation where a faculty member had another faculty member observe them in the classroom. The chair is supposed to sign the form(s) once they are completed, regardless of who conducted the observation.

In this particular situation, the chair refused to sign it because they didn't conduct the observation (even though the form clearly has two signature lines, one for "observer" and one for "chairperson.") Administration has requested the Council to discuss this practice and further clarify the form if needed. Several members made suggestions for adding a line or two of text that will clarify why the chairperson is signing the form.

Tracy Koski informed the AC that the Instructional Success committee is already planning to review this form on their next meeting on December 6, and they can discuss best way to address this, and report back to the AC at the next meeting.

**Action:** Judy will contact Tony Goins to clarify the "Adjunct Observation Form" link on the CSCC website, specifically on the Faculty Page, since currently there is not a form available here. This link on the faculty website page should just be removed, and the "classroom observation" should be used for all observations, including observations of adjuncts.

#### 6) **Other Business**

The AC gratefully recognized the outstanding service provided by Frank Barnhart, Christine Creagh, and Eric Kenz, who will be rotating off their respective committees as co-chairs at the end of this semester.

The meeting was adjourned at 12:01 PM.

Minutes recorded by Adam Keller.