

Academic Council Meeting
Spring 2020 – Meeting #1 - Friday, February 21, 2020
10:00 AM – 12:00 PM, CO 111 (Library media room)

Meeting Minutes

ATTENDANCE: Co-Faculty Fellow: Judy Anderson **Co-Chairs:** Patty Allen, Cathy Bill, Amy DeLorenzo, Jeanette Ferguson, Dianne Fidelibus, Holly Finnegan, Tracy Koski, Nick Lakostik, Marc Lord, Tricia May-Woods, Melissa Marmie, Karen Muir, Jennifer Nardone, Andrea Pifher, Amy Popovich, Heather Thompson-Gillis, Karen Rippe, Rachael Romain, Jorie Schwartz, Fawna Stout, Adele Wright; **CSEA Representative:** Adam Keller

1) Approval of 11/22/19 minutes: Motion to approve the 11/22/19 meeting minutes was made by Jennifer Nardone and seconded by Fauna Stout. Motion passed unanimously without abstentions.

2) Retreat follow-up and thanks: Judy thanked everyone for attending and working hard at the retreat. The recommendations of the work groups (Elections, Committees, Membership, Meetings, and Worklfow/Communications) will be sent back to the work groups to for final approval then presented for overall approval by Co-Chairs at the March meeting. Once the work group recommendations have been approved by the Co-Chairs, they'll be incorporated into a draft charter document for the overall by-laws and guidelines of Academic Council, so be completed by the end of the semester and sent for review and approval by all Academic Council committee co-chairs and members.

Action item: Co-Faculty Fellows will follow the above process, working with Co-Chairs and membership, for approval and implementation of work group recommendations.

3) Election update: Judy shared the document that will accompany the notice of elections, next week, which describes each OAA committee, the number of members, and the number of members needed from each Division by way of the upcoming elections and asked co-chairs to update their rosters and say how many members they will need to reach the maximum of 14 per committee, evenly divided by divisions (HHS/BET and A&S). Judy also asked the entire council to recruit within their departments or among the faculty they encounter and promote faculty interest in OAA committee participation. Faculty will be nominated and elected as a general election, not for specific committees. Once faculty are elected, they will choose which committee they will serve, with the individual who receives the most votes having the first choice, and then down the list until all elected faculty are placed into a committee.

Action: Co-Faculty Fellows will conduct Academic Council election for Spring 2020. Co-Chairs will help to recruit faculty to join AC.

4) Children on campus: In January 2020, there was an incident in the Reading/Writing lab where a student brought their baby into the lab. The student was informed they couldn't bring their baby into the room, and the student became disgruntled and wanted to see proof or a policy that indicated she was not allowed to bring her baby into the lab. There was a list of rules in the room, one of which was that children were not permitted in the room.

Tracy Koski of Instructional Success presented this issue because instructors have concerns about permitting children on campus and the lack of policy and/or consistency with enforcement across the campus. The current wording in the Student Handbook (which is taken, verbatim, from Policy 13-11 in the college P&P) means that some instructors can allow children in the classroom, others may not, and it may single out some faculty as being the "bad guy" if they do not allow students to bring children to class with them. The Student Handbook has gone through some changes in recent years. Many of the AC members who worked on a committee to update the handbook indicated that this particular rule had not been in the Student Handbook before and must have been added in one of the recent revisions.

Several related factors were discussed: faculty bringing their children to campus (to meetings, in their offices, etc., though generally not in class); students going to financial aid, advisors, tutoring, etc., and bringing their children with them as opposed to students bringing children to meetings or classes, and so on. There was a general consensus that the language is not specific enough and doesn't cover these situations as well as the classroom as it stands in the Student Handbook and Policy 13-11.

Judy pointed out that when it comes to faculty establishing policies, the sentence from Policy 13-11 that says "Children are not to be taken into classrooms unless authorized by the instructor in advance..." should be discussed by faculty to determine if there is a better way to describe if and how children can be permitted in classrooms and/or learning spaces. Several committees are going to discuss this (Student Support, Diversity and Inclusion, Rules and Policies, etc). Based on their conclusions, there should be an opportunity to use a faculty-approved policy in the faculty contract since children presence in the classroom directly affects working conditions.

Action item: Co-Chairs from Academic Policies and Procedures, Student Support, Diversity and Inclusion, and Instructional Success will collaborate to address this issue.

5) OAA Leadership meetings update:

- **Thanks to Assessment for reporting at OAA leadership meeting:** Sandy and Adele presented the Assessment report results (shared at previous AC meetings) to administrators who work within Academic Affairs (Simons, Maliwesky, Deans, etc.). They were able to discuss the need for employee surveys, graduate surveys, all of which were well received by the meeting attendees. Overall, Adele indicated this was a good opportunity, and several positive outcomes and progress resulted from presenting their OAA committee work to this group.
- **Plan to have AC committees present to OAA leadership regularly (i.e. once per month) - 15 minutes to do a Committee Presentation; volunteer for March 25 meeting:** Judy and Cathy discussed with Kelly Simons the idea of having a monthly "show and tell" for Kelly Simons, the Deans, academically-related directors, etc., to brief them on what the committees are working on. Dianne Fidelibus volunteered to present the Academic Pathways committee work.

Action item: Co-Faculty Fellow will inform Dr. Simons' office that Academic Pathways will present at the March 25, 2020 OAA leadership meeting (9:00 to 11:00 A.M., DH OAA conference room). Academic Pathways Co-Chairs will create a 15-minute presentation highlighting current work, challenges, and overall work of the committee.

5) CSEA presentation: Adam shared the importance of Academic Council and their feedback for the upcoming contract negotiations.

6) CCP meeting update: Recently the Co-Faculty Fellows and Dual Enrollment co-chairs and committee members met with Dr. Simons and many CCP stakeholder and CSCC staff and administration, including a CSCC attorney. The purpose of the meeting was to discuss the revisions to college P&P proposed by the Academic Council in November of 2018.

Rachael R. indicated that many of the meeting attendees were not aware of these proposed changes. Some of the attendees had concerns and wanted to vet these changes by comparing them to what is going on at other schools in the state, considering what should be covered or corroborated in the faculty contract, etc. Rachael and Andrea also described how some attendees at this meeting implied that CCP P&P should be the charge of a different group/committee, even though the sole purpose of the OAA CCP committee was to be responsible for this type of work.

After meeting with the OAA CCP committee meeting, and after they have compiled more info and justification for the P&P proposal, Rachael and Andrea will meet again with Kelly Simons and to see the progress from administration on the CCP P&P proposal.

7) Online faculty observation form: A work group is creating a new form for observations of online courses because the existing form is based off the older version of the face-to-face observation form and just needs to be updated to be relevant to the online classroom. The workgroup is led by Ann Palazzo and Christine Creagh. Nick asked all the OAA committees today to give feedback on the draft of the form they have created. The next step will be to then incorporate feedback from all the stakeholders and then present the result to the Academic Council at a subsequent meeting.

Action item: Co-Chairs and committee members will provide feedback on draft of Online Faculty Observation form made available by the work group responsible for creating the form. Once feedback is received, the work group will present the updated form at an Academic Council meeting.

8) Student evaluations of instruction--discuss low response rate and timeline for opening up evaluations for students: The current student evaluations of instruction was selected not just because of the technological ease of use of the tool but because the vendor said it had superior response rates. However, all along faculty have experience low response rates (about 20% of students). Once the vendor was selected by a faculty-led committee, the Student Access Success office, Teddi Lewis-Hotopp, Director, took over the development and administration of the evals, but the administrators are not using the tools and features that are available to increase the student response rate. There are a variety of other issues--including the relevance of the results (studies consistently show gender and racial bias) as well as requirements for use of evaluations by HLC and program-specific accrediting bodies-- but the main goal is that more progress needs to be made to incorporate the faculty needs and recommendations into the current evaluation process. Nick Lakostik, Co-Chair of the Digital Learning committee and a member of the Student Evaluation of Instruction work group, will go back to his group and ask them to get a list of recommendations started based on the needs and issues they have already identified by the group and faculty in general. Nick will bring these recommendations to an Academic Council meeting for discussion and possible vote.

Action item: Student Evaluation work group will create a set of recommendations to provide to Nick Lakostik for presentation, discussion, and possible vote at an Academic Council meeting.

9) Committee round table:

Academic Pathways--Co-Chairs Cathy Bill and Dianne Fidelibus: Their first meeting is this coming Monday and Royce Carpenter will be attending to provide CSEA input.

Academic Rules and Policies--Co-Chairs Patricia Allen and Jennifer Nardone: They are meeting this coming Monday with Heather Johnston attending for CSEA. Their committee has a lot of follow-up for the recommendations they made at the Retreat regarding workflow for Policies and Procedures.

Assessment--Co-Chairs Sandy Drakatos and Adele Wright: They are working on getting assessment info into CurricuNet, creating reports, etc.

Curriculum--Co-Chairs Marc Lord and Tamara Montgomery: They met every month, looking over proposals and trying to get faculty fellows for their committee. They have concerns with how changes to degrees and other aspects of curriculum are being changed without going through any sort of approval nor are they faculty-driven in the first place.

Delaware Campus--Co-Chairs Ruey Bruce and Karen Muir: They are trying to figure out why the ECD program in Delaware is being phased out this summer which will result in the faculty member being transferred back to the main campus. There is still also the dilemma of who is or isn't actually a Delaware faculty and therefore teaching at Delaware. Delaware is now in its 10th year and enrollment has been increasing ever since, but they actually have fewer FT faculty than they did at the beginning. This brings up an issue that the contract may need to address: specifically, how is a program phased out at a particular location and what rights does the faculty member have to maintain employment at that campus rather than being forced to the to a different campus?

Digital Learning--Co-Chairs Martin Blaine and Nicholas Lakostik: See minute items #7 and #8 above.

Diversity and Inclusion--Co-Chairs Nicole Brandt and Amy DeLorenzo: There continues to be an ongoing struggle with Blackboard class rosters and students being able to choose what name is listed/displayed for them. So far there is no movement on the technical side to actually allow this to happen. They are also working on a recommendation for the AC to include Diversity and Inclusion in the annual appraisal system.

Dual Enrollment--Co-Chairs Rachael Romain, Andrea Pifher: See minutes item #6 above.

Faculty Entry, Training, and Professional Development--Co-Chairs Melissa Marmee and Karen Rippe: Faculty will soon be seeing emails about the deadlines to apply for funds. On June 26th, FETPD is sponsoring a presentation (Flower Darby) and faculty will get information about registering. They are also running into an issue where faculty on sabbatical are being denied reimbursement for professional development activities.

<p>Action item: FETPD will work with Academic Rules and Policies to discuss the P&P about sabbaticals and whether the language needs to be clarified to avoid future rejections of PD funding requests by faculty on sabbatical.</p>

Honors--Co-Chairs Paul Graves and Rita Rice: Assessment is the big item on their table right now. Rita will be retiring at the end of Spring 2020, so they will also need a new co-chair here soon. They are reviewing three new honors course proposals as well.

Instructional Success--Co-Chairs Tracy Koski and Patricia May-Woods: had to leave early for a discussion with Dr. Harrison about the FIX conference, which they will discuss in more detail at the March AC meeting.

Promotion and Tenure--Co-Chairs Holly Finnegan and Fauna Stout: They are currently working on an issue regarding faculty going into an administrative role and returning back to the faculty and then applying for promotion, and other items as well.

Service Learning--Co-Chairs Amy Popovich and Heather Thompson-Gillis: They are in the process of planning a conference which is also on June 26, specifically focusing on social justice, healthcare insecurities, and several other topics that should draw more attention and interest than just a "service learning" conference, with this title alone.

Student Support--Co-Chairs Jeanette Ferguson and Jorie Schwartz: They are having their first meeting next Friday and have been having challenges with members having other meetings that conflict. They are looking at ways to provide services to their students.