

Academic Council Meeting #1

MEETING MINUTES

Friday, September 27, 2019, 10:00 A.M. – 12:00 P.M., WD 305

Attendees: Cathy Ritterbusch, Eric Kenz, Rachael Romain, Tamara Montgomery, Christine Creagh, Holly Finnegan, Cathy Bill, Dianne Fidelibus, Patty Allen, Adele Wright, Ruey Bruce, Frank Barnhart, Andrea Pifher, Melissa Marmee, Karen Rippe, Paul Graves, Fauna Stout, Amy Popovich, Heather Thompson-Gillis, Jeanette Ferguson, Jorie Schwartz, Adam Keller

1) HLC visit overview – *Bruce Massis, David Tom (50 minutes)*

HLC review will consist of five reviewers, coming to campus on October 27, 28, and 29. Bruce and David have been putting info together for the past 18 months in preparation for this review. While on campus, the HLC reviewers will be meeting with faculty and administrators alike. CSCC did very well (already) on the systems portfolio review, so the visitors will be asking specific questions, while on campus, that relate to the portfolio(s) they have already reviewed.

Background: Accreditation is a process of validation in which institutions of higher learning are evaluated. CSCC is accredited by the Higher Learning Commission (HLC), which operates as a proxy for ODHE. They evaluate colleges in a 19-state region, and they grew out of the North Central Association of Colleges and Schools (NCA). In 2006, CSCC applied for and was approved to enter AQIP as a pathway to accreditation, which focuses on “Continuous Quality Improvement.” Under this umbrella, the college is expected to complete three action projects each year, a strategy forum every four to five years, a systems portfolio every four years (125-page document) which takes approximately 18 months to assemble, receive site visitors every seven to eight years, and ensure adherence to the “Criteria for Accreditation.” As an important footnote, AQIP is now going away.

With respect to the Systems Portfolio, Bruce and David title themselves as editors, as the content comes from contributions from all stakeholders at the college to describe the work done at CSCC.

Five Criteria for accreditation are (1) Mission, (2) Integrity) (3) Teaching and learning (quality resources and support, (4) Teaching and learning (evaluation and improvement), and (5) Resources, planning and institutional effectiveness.

David said that our systems portfolio review was very successful and the visit will be the reviewers just making sure that CSCC is doing all the things that were claimed in the portfolio. The 2018 Systems Portfolio, which was submitted in December 2018, and 2018 Systems Appraisal Feedback Report are available on the CSCC website (just go to “accreditation from the homepage).

In the appraisal feedback report, several “challenges were identified: (1) Process Design, (2) Assessment of Common Learning Outcomes, (3) Program Learning Outcomes and Assessment, and (4) Lack of Goals/Metric/Targets. Bruce and Tom are submitting another report to HLC this week to address these challenges and better explain some of the processes at CSCC to demonstrate how CSCC has addressed and is continuing to address the challenges highlighted by the HLC in their initial appraisal/feedback.

Bruce and Tom shared a preliminary schedule of the two-day visit. They asked that if there is a meeting AC is not currently asked to join, please reach out to David and/or Bruce. There are also several meetings where Academic Council and/or faculty are penciled in as attendees, but keep in mind this is a tentative schedule and not yet finalized. Academic Council members can tentatively save the following dates and times:

10/28 – Monday – 1:00 to 2:30 PM

10/28 – Monday – 2:45 to 4:00 PM

10/29 – Tuesday – 10:45 AM to 12:00 PM

10/29 – Tuesday – 1:15 – 2:30 PM

The HLC very much wants to see a database approach to developing and implementing new initiatives. The college is expected to have internal measures in place that can be measured on a regular basis, which speak to outcomes of the initiative/project. All faculty should develop external benchmarks which include data from like institutions at the local/state/national level prior to considering a new initiative. Any CSCC projects should be able to provide data that can be held against these external benchmarks. Ultimately, CSCC needs to be able to definitely prove how they are doing when compared to someone or something else.

Action: In mid-October, Bruce and David will send out a finalized HLC visit schedule. Academic Council co-chairs should review the schedule and mark their calendars to attend.

2) **New Members to Academic Council – Fall 2019**

Cathy Ritterbusch introduced herself as the new co-fellow of Academic Council. Also new to academic council this semester is Melissa Marmie as co-chair of FEPTD committee, and Jorie Schwartz as new co-chair of Student Support. Welcome to all.

3) **Approval of July 19, 2019 minutes (*electronic attachments*)**

Motion: Jorie S. motioned to approve the minutes, and seconded by Christine C. The motion was passed unanimously, with no abstentions.

4) **Academic Council Committee review update (presented by Cathy)**

The co-Faculty Fellows met with Dr. Simons who has requested clarification on how each Committee fits into the academic enterprise and broader mission of the College. Dr. Simons wants to understand the AC better to know how it fits with other efforts at the College. Cathy and Judy are preparing a table that lists out each OAA committee and provides a description of its work as well as opportunities for

collaboration throughout the College. Committee Co-chairs should review their Charter section re “Related College Committees, Initiatives, and Offices” to be sure that it is up-to-date.

5) Housekeeping Items (presented by Cathy)

- *OAA Committee reports 2018-2019*: they need to be completed prior **to the next AC meeting on October 25th**. The form for completing this report is available on the Bb site under “Forms --> Governance --> Processes”.
- *Blackboard Updating*: Cathy indicated that the Academic Council needs to ensure that all the information on the Bb site is continuously updated, and remains current moving forward. Committee meeting minutes, agendas, relevant documents, updated charters, etc. all need to be up-to-date on Bb, and needs to be done by the end of Autumn 2019.

To reiterate, OAA co-chairs need only worry about ensuring their Bb page is updated and current. At this time Sarah Skeen updates the CSCC website (public-facing) for Academic Council, and she will be using the info on the Bb site to populate it.

Action: Co-Chairs complete committee reports by October 25 AC meeting; Co-Chairs update committee Bb committee links by end of Autumn 2019.
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6) Faculty Leadership Needs (presented by Cathy)

Committee Co-Chairs and members are asked to bring any needs for faculty leadership at groups that are formed throughout the College to the Academic Council Co-Faculty Fellows to facilitate a call for volunteers and ensure that all areas where faculty leadership is needed.

One current need is on the Student Conduct Board, more information is available at the following link:

<https://www.csc.edu/campus-life/student-news/2019/ConductHearingBoard.shtml>

7) “Z” Grade Possibility---Discussion and Referral to Committee(s) to study this possibility –liaison with A&S Committee that has researched this (AC Faculty Fellow) (10 minutes)

Kelly Hogan reached out to the Cochairs regarding the possibility of “Z” grades. Cathy Bill described how the A&S Student Success Committee collected data and saw there are two types of “E” grades, those that are earned, and those that are a result of students quitting the course or not completing a prescribed percentage of coursework. In short, there is a difference between “failing” a course and “quitting” a course. The concept of a “Z” grade is to allow a differentiation between these two types of grades.

Cathy (Ritterbusch) asked the Academic Council to suggest what OAA committee(s) should work with the A&S Student Success Committee to examine the possibility of “Z” grades becoming part of the grading system.

Action: Student Support and the Academic Rules & Policies Committees will collaborate with the A&S Student Success Committee to further explore the “Z” grade possibility.

8) **Update Regarding Fee Waivers for Facilities (Cathy Ritterbusch)**

Cathy R. explained that there is no change to the internal request to use space on campus for your class, club, meeting, or whatever. But, if a space is to be observed for an external party, perhaps an organization or something that comes to campus to meet with students, then currently the college will be “waiving” the fees for that organization/entity for using the space, so long as it is for student use or benefit somehow. But, a non-student organization wanted to use space for a meeting, and it doesn’t relate to academics, then they will have to pay. Apparently, there is a policy at the college that reflects this model, but it hadn’t been strictly enforced. Now, the college will be enforcing the policy moving forward.

Last year several classes that were scheduled in the Nestor auditorium were bumped due to the college wanting to use it for an event/presentation. Frank B. indicated this may not be an issue any longer now that the Mitchell Hall is the “in-demand” space.

9) **Committee Updates**

Cathy R. indicated that, going forward, the Council meeting will begin with a round-table format where every committee has the chance to talk for 2-3 minutes about the major initiatives in their Committee, to be sure everyone knows what the others are doing. This portion would constitute approximately 30 minutes of the meeting. More time-consuming agenda items that require group discussion should still be forwarded to Judy/Cathy as requests to be added to the agenda as separate items.

10) **Status of Policy and Procedure revision to Dual Credit (Dual Credit Co-Chairs)**

Rachael R. explained a significant challenge currently facing the Dual Credit Committee. In 2018 summer, the proposed additions to college P&P regarding dual credit was approved by Academic Council, and moved to the Sr. VP for OAA (who was Jack Cooley at that time). The Dual Credit Committee Co-chairs presented at an OAA Deans and Directors meeting in November 2018, and at that meeting, the Dual Credit committee was assured those revisions were approved and would continue in the process through cabinet to the president’s office and College legal. Since then, the proposed P&P language has not moved forward.

The issue, today, is that now decisions around CCP are made by the college, some of which are not aligned with the Policy and Procedure proposed by the Dual Credit committee, approved by Academic Council, and presented for approval at the Deans and Directors meeting. At the department level,

faculty are having trouble moving forward with their CCP plans because there is no “formal” procedure to use.

Action: Rachael and Andrea will continue to pursue this issue through the Office of Academic Affairs, and Cathy R. and Judy A. will also raise this at their next meeting with Dr. Simons.

11) **Other Business**

Testing Center Issues: Holly F. presented a draft of a faculty survey that will be used to gather info from faculty about the Testing Center. Holly distributed a paper copy to everyone and asked for feedback and suggestions to be sent to her in the next week.

Academic Pathways Updates: Dianne F. presented and described how info from CurricuNet is rendered on the CSCC website when viewing a plan of study. There are a few bugs she pointed out, but since the info comes from CurricuNet, it is current. But the one-pagers for each program are not current and still showing up at 2018/19. It is urgent that these be updated, and all faculty should check the one-page documents associated with their program and ensure an updated copy is available. Moving forward, a process will have to be developed to ensure this happens each year before Autumn semester begins.

Meeting adjourned @ 11:58 AM.

Minutes recorded and submitted by Adam Keller.