

**Academic Council Meeting**  
**APPROVED Minutes**  
**Friday, June 17, 2022**  
**(26 participants)**

Present: Mary Lewis (AC Fellow), Amy Popovich (AC Fellow), Ruey Bruce (AC Fellow), Adam Keller (CSEA), Ben Pugno (Delaware), Mike Soliday (Delaware), Fauna Stout (Promotion and Tenure), Holly Finnegan (Promotion and Tenure), Heather Thompson-Gillis (Service-Learning), Jeanette Ferguson (Student Support), Jorie Schwartz (Student Support), Kent Fisher (Dual Credit/Enrollment), Patricia May Woods (Instructional Success), Adele Wright (Assessment), Liz Hammond (FETPD), Lydia Gilmore (FETPD), Barry Young (Pathways), Jennifer Nardone (Rules and Policies), Martin Blaine (Digital Learning), Reuel Barksdale (DEI), Dylan Canter (DEI), Paul Graves (Honors), Nicholas Lakostik (Digital Learning), Frank Barnhart (Incoming AC Fellow/Guest) Lee Wayand (Pathways), Nick Shay (Curriculum), Patty Allen (Rules & Procedures)

Not Present: Tracy Koski (Instructional Success), Tammy Montgomery (Honors), Terrie Stolte (Service-Learning), Bree Frick (Curriculum), Sandy Drakatos (Assessment)

1. Welcome – Ruey
2. Approval of Meeting Minutes – April 22, 2022 (attached); Liz Hammond moved to approve the minutes, Ben Pugno seconded. Minutes approved unanimously.
3. Council Business
  - a. Communication with Academic Council – Amy reviewed the new protocol for engagement from Administration to AC that was an outcome of the grievance filed in SP22. Dr. Kirk Dickerson has been designated as the OAA point person.
  - b. Welcome to Frank Barnhart and Martin Blain, the incoming AC Fellows starting AU22.
  - c. Curriculum Process Proposal – This has been approved. Nick and the committee are working to set a meeting with Laurie Johns to work with a vendor to update the software to reflect this new process.
  - d. Live Online AQR Faculty Observation Report and Rubric – This has been approved and is moving forward. Adele commented that she did an observation for a Hi-Flex class and the forms do not really fit this modality, do we need to update or create a form for this. Martin updated that at the DL leads meeting that the college is waiting on some back-end technical work to get this AQR process done. Council members shared the variety of processes that departments are going through with the AQR process.
  - e. Student Surveys – Amy, Mary and Ruey met with Marty Maliwesky about this, and we are waiting on legal language before sending out a communication to all faculty about surveys regarding if individual faculty send out student surveys, this is still considered public record and can be accessed by individuals other

than the faculty member. The college has discontinued college-wide student surveys and will not be conducted in the future.

- There was a question about whether Maxient reports were public record, and numerous concerns were raised around how reports are used and who can access those records. This was briefly discussed.

- f. Policy 5-19 & Procedure 5-19D: Promotion and Tenure – These were shared with Cabinet, and Cabinet felt that this was a good opportunity to add language to demonstrate our commitment to DEI and document their work around DEI. The P&T and DEI committees will work together on this request.
  - g. Policy 5-09 and Procedure 9-05B: Bookstore and Textbook Adoption – We have not heard more about this at this time
  - h. Faculty Hiring Committee Taskforce – Mary, Dylan, Liz and Tammy met a few weeks ago to create a procedure to college data around the hiring process and are creating a Google form to collect information. The goal is to look for trends and patterns of both positives and challenges around the hiring process from start to finish, including advertising, interviews, offers, etc. This form will be anonymous so that faculty reporting information feel safer around reporting authentic feedback. Once the form is ready, we ask AC to share with committees and departments.
  - i. Committee Annual Reports – All 14 committees have submitted their annual reports. Marty will review them and discuss them with the AC Fellows.
4. Testing Center Update – Martin & Liz
- a. There are two testing center meetings today (6/17). The first is an update around out-of-city testing. Last semester we were dealing with OOC students internally. This semester and possibly moving forward, the college is using ProctorU to manage these students. The college is paying for this, rather than the students (students normally pay \$35/exam). Ben asked what is meant by “out of city” because there is a Delaware and Dublin testing center. Delaware is open. Dublin is open under a pilot study to see what might work. Martin clarified that if you live more than 40 miles away from any testing center students are considered OOC.
  - b. The testing center has gotten approval to hire more proctors at the center, but they are having difficulties hiring because of the pay.
  - c. There are several pilot studies going on:
    - i. Psychology is doing a mix of testing center or ProctorU (for full semester web sections), or Respondus Monitor (8 week sections).
    - ii. Respondus Monitor has been approved for a pilot study by the college to test DEI concerns; the college testing proctors and DEI employees will review flags raised during exams (rather than faculty) as a preliminary evaluation. The second meeting around testing today is for faculty who are interested in using Respondus Monitor in the future. The faculty will eventually be responsible for reviewing flags in the future. The college

will still be reviewing exams, but not to evaluate student performance but rather evaluate for possible academic misconduct.

5. Training Modules – Adele, Sandy/Assessment Committee

1. This link (<http://www.kaltura.com/tiny/094d6> - Introduction to Outcomes Based Assessment) is the first learning object that was created by the committee. Please watch for additional videos created by the committee.

6. Committee Updates

- a. Instructional Success (Patricia) – The FIX Conference was a great success. A little over 100 people attended the conference, including people from across the state. Feedback was overall positive.
- b. Dual Credit/Enrollment (Kent) – In talks with Lauren Jones, the Dual Credit P&P likely will not be approved by the college so the committee is focusing on different priorities.
- c. Student Support (Jorie) – This is Jeanette Ferguson’s last meeting, as she is stepping down as Co-Chair of Student Support. Lilia Bermudez will be taking over as co-chair.
- d. Delaware (Ben) – The Assistant Dean position is moving forward, and the posting was listed. It was supposed to be closed last Friday but is still open.
- e. FETPD – (Liz) – The fiscal year ends at the end of June, so please be aware there is a last call for requests for reimbursement going out soon.
- f. Curriculum (Nick) – Textbook Adoption Process; there is a meeting on Tuesday regarding this next step. They may be reaching out to other committees to collaborate on this process, especially DEI. Textbook affordability is another big emphasis so will reach out to that group also. The bookstore and textbook adoption policy that AC passed in Spring was for auto-adoption; that is different than this process around adoption of materials. These have all been State of Ohio mandated. Please note: Frank is the CSCC representative to the State ODHE panel for DEI Learning Outcomes to review materials. He will share those DEI LO with the group.

Meeting was adjourned at 11:22 am.