

Academic Council Meeting
Minutes - APPROVED
Friday, February 19, 2021
10:00 am-12:00 pm – MS Teams

Attendance: Adam Keller, Adele Wright, Amy Popovich, Andrea Pifher, Barry Young, Ben Pugno, Cathy Ritterbusch, Christine Creagh, Dianne Fidelibus, Elizabeth Hammond, Fauna Stout, Heather Thompson-Gillis, Holly Finnegan, Jack McCoy, Jeanette Ferguson, Jennifer Nardone, Jorie Schwartz, Kent Fisher, Lee Wayand, Marc Lord, Martin Blaine, Melissa D’Aurora (Marmie), Nancy Pine, Nick Lakostik, Nicole Brandt, Patricia May-Woods, Patty Allen, Paul Graves, Ruey Bruce, Tammy Montgomery, Terrie Stolte, Tracy Koski

1. Welcome

Cathy R. welcomed members and began the meeting at 10:02 a.m.

2. Approval of Minutes – November 20, 2020 meeting (*attached*) (5 min) – Kent, Jack
Kent F. moved to approve the minutes; Jack M. seconded; motion passed unanimously with no abstentions.

3. COVID-19 Operations Team Update

Ruey, member of the College’s COVID-19 Operations Team, thanked co-chairs and faculty for their continued support, patience, and commitment to following the COVID-19 procedures and keeping students and employees safe. The College added more on-campus classes spring semester and is planning for a similar low-density summer semester since vaccination numbers remain low. Ruey reminded AC of President Harrison’s 12/17 e-mail that detailed the counseling services available for employees and students and encouraged faculty to use the 32 hours of Care Leave available to support emotional and mental health during the pandemic.

4. Council Business (45 min)

a. AC Faculty Fellow Roles and Tasks – Cathy

Cathy clarified the roles of the three Faculty Fellows as outlined below; encouraged co-chairs to continue reaching out to one or more Faculty Fellows.

- Cathy – Administrative Liaison
- Ruey – Committee Liaison
- Amy – Organizational Management

b. AU20 Recommendations Update – Faculty Fellows

- Curriculum Faculty Fellows (Cathy, Marc L.) – The College approved five Curriculum Faculty Fellows (2 from Arts and Sciences and 1 from each of the three other divisions); Marty M. will send an announcement (today or next week) describing the duties of the position (curriculum experience required) and requesting responses of interested faculty. Positions will begin SU21 and will include three hours reassigned time per semester.

- EN Grade (Cathy) – Recommendation approved by Administration with implementation beginning AU21.
- Student Evaluation Modifications (Cathy) – The Council’s five setting recommendations have been approved.
- Creation of International Experiences Committee (Cathy) – Currently pending as the College has not said *no* but has said *not right now*. College agreed this is an important initiative that requires discussion/planning to ensure proper procedures for international experiences are followed, including an employee dedicated to this process; faculty will continue to be a part of this discussion.
- Now in Effect - Contractual Obligation to Respond (Adam)
 1. Article 10 in the new contract states that AC is the elected faculty body that recommends academic requirements, policies, and process and that the Administration is required to respond to all recommendations from AC within 45 days. AC can grieve when a response is not received within 45 days but cannot grieve a decision by the Administration.
 2. Article 10 states that AC must be notified of Administrative decisions and plans that “significantly affect the academic requirements, policies, and processes” prior to implementation and be allowed to provide input, except in immediate emergencies.
- Reminder about the tracking document to update it (Cathy)
Cathy reminded co-chairs to post status updates to the AC Recommendations Tracking Form posted in Teams, including follow-up meetings.

c. Charter Updates (Cathy)

- Article III 3.1 – Added the word “regularly” to encourage rotations of co-chair positions on committees but not mandate length of terms.
- Article III.3.2 – Cathy recommended moving forward with current language as it ensures that only faculty who have been at the College for at least two years are eligible to hold a co-chair position; tenure status is not a requirement.
- Article III.4.6 – To be eligible to hold an AC co-leader position, Cathy recommended the addition of “Tenure faculty who have previously co-chaired a Standing Committee are eligible to stand for election.”

Fauna S. moved to approve the Charter, including today’s Article updates; Ben P. seconded; motion passed unanimously with no abstentions.

d. Posting committee updates to Teams folder with name and date

Amy reminded co-chairs to post committee updates on the Committee Updates Teams folder.

e. Upcoming Elections

Amy asked co-chairs to e-mail the names/divisions of members who will be continuing to serve on their committees in 2021-22 by **Wednesday, March 3.**

f. Welcome to Almar Walter, Chief Diversity Officer

Cathy said that Almar Walter's first day with the College was Tuesday, Feb. 16 and that she would be reaching out to invite him to one of the remaining SP21 AC meetings.

g. Reminder for **Friday, February 26 (10-11 am)** – AC meeting with Royce Carpenter, DEI Faculty Fellow

Cathy reminded AC about next week's meeting.

Additional reminders from Cathy:

1. Per the AC Charter, all committees should hold a minimum of three scheduled meetings this semester.
2. Committee Annual Reports will now be due spring semester since academic year is SU/AU/SP – updated form available on Teams.

5. Online Repository of Instructional Resources – Tracy, Trish/Instructional Success (10 min)

Trish and Tracy shared that the Instructional Success Committee created and will oversee an online repository of instructional resources to support faculty and instructional success in the classroom. It will include peer-reviewed practices that have been implemented by CSCC faculty. Discussion included ensuring that this website is linked to all existing instructional support/trainings. Jeanette F. said the First 4 Weeks group's goal is to house all opportunities in one Blackboard site. Liz H. added that this repository can be included on the Beyond the Classroom site and at New Faculty Orientation later this year. Cathy said FFs will share the Online Repository with Marty at next meeting.

6. New Student Evaluation Questions – Martin, Nick/Digital Learning (*attached*) (10 min)

Nick shared the DL Committee's proposed questions to replace the current student evaluation questions. Development of questions included input from Diversity and Inclusion Committee, Instructional Success Committee, and Royce Carpenter. The hope is that fewer questions will increase student participation; according to Teddi, current response rate is 30%, although Nick indicated that his response rates have been less. Proposed questions focused more on student's experiences with the course and DEI, critical thinking.

Discussion included the recommendation of changing "diversity" to "diverse identities" in Question 6 and adding the following as Question 8: "If you have any other feedback, write it in the space below."

Terrie S. moved to approve replacing the current evaluation with the survey under discussion; Nicole B seconded; motion passed with one abstention.

7. Update on BLM Scholarships – Christine, Nicole/Diversity & Inclusion (5 min)
 - a. Two BLM Scholarships were awarded after numerous applications were reviewed by 12 staff and faculty; Nicole encouraged co-chairs to continue donating as \$35K is the amount needed to reach endowment.
 - b. In-Service Day – D&I Committee working with Administration to plan an In-Service Day (April 15) focused on DEI initiatives. The College is purchasing a copy of Isabel Wilkerson’s *Caste* for all employees and will hold a “book club” session that day. More details about In-Service Day will be announced.

8. Alternative Grade Procedure 5-09D – Jennifer, Patty/Academic Rules & Policies (*attached*) (10 min)

Patty shared the proposed Procedure 5-09D related to the new EN grade policy. Regina Randall, Nicole Brandt, and Elycia Taylor also participated in the development of this procedure. EN grade qualifications are defined in the policy and is effective AU21.

Jeanette F. moved to approve Alternative Grade Procedure 5-09D; Christine C. seconded; motion passed unanimously.

Meeting adjourned at 12:07 pm.

Minutes prepared by Amy Popovich