

Academic Council Co-Chairs Meeting Minutes
Friday, January 30th, 2015 10:00am-12:00pm - WD 353
DRAFT

Attendees - Marc Lord, Deb Dyer, Antoinette Perkins, Amy Di Lorenzo, Eric Neubauer, Nancy Pine, Lisa Briggs, Jackie Teny-Miller, Holly Finnegan, Crystal Clark, Rita Rice, Jack Popovich, Amy DiBlasi, Ann Palazzo, Jeff Bates, Patricia Allen, Kyriakoula Drakatos, Melissa Luebben, Adele Wright, Adam Keller, Sue Donahue

I) 10:00am-10:15 Welcome

i--New member - Patty Allen from nursing – co-chair Rules Committee

ii-Chair update

- Tracy has new email address to send emails from.
- Looking for opportunities to publicize the OAA committees work.
- Priorities coming from the college
- Meta majors discussed (maybe like Health, Business, etc)

iii-Minute Approval from Nov. 21st Meeting and Academic Council Processes and updates (postponed until next meeting)

A. Academic Council process and Integration Committee - NA

B. OAA Meeting update – NA

C. Volunteers for CCSSE - David Tom – Guest (Started 10:15)

CCSSE – Randomly selecting 150 course sections. Need proctors to administer the survey in the classes. It can't be the instructor. Need to find volunteers and send names to David Tom. Time investment is 2 hours per survey. March 30 to April 24. Co-chairs look for volunteers to be survey proctors. Classes will be identified in late February.

II). Tenure and Promotion Items 10:15-10:30 (Started 10:26) - Updated Policy and Procedures with new deadlines.

- Made some deadlines flexible.
- Made some wording changes about new hires to match union contract
- Approved the new policy and procedure (Motion Dyer, second Drakatos)

Ila.) 10: 30-10:50 Dual Enrollment Items (Started 10:36)

- Lots of new items going into a new policy. Several issues getting resolved. Chairs not at meeting today so no significant discussion.

III.) 10:50-11:15 Curriculum Committee/Student Support Committee Items: (Started 10:39)

A). Disability Syllabus Statement (Number one was the majority opinion. After a few corrections. (DiBlasi and Neubaruer motion and second). Tracy sending to Disability and Dr. Cooley for approval.)

1. Disability Statement for Syllabus (Curriculum) - It is Columbus State policy to provide reasonable accommodations to students with documented disabilities. If you would like to request such accommodations because of a physical, mental, or learning disability, please

contact Disability Services, 101 Eibling Hall, 614-287-2570 (V/TTY). Email or give your Instructor a copy of your accommodations letter from Disability Services as soon as possible. Accommodations do not start until the letter is received, and accommodations are not retroactive. Delaware Campus students may also contact an advisor in the Student Services Center, first floor Moeller Hall, 740-203-8000 – Ask for Delaware Campus advising, or www.csc.edu/delaware, for assistance.

~~2. Disability Statement for Syllabus (Student Support) (Make phone number consistent, It is Columbus State policy to provide reasonable accommodations to students with documented disabilities. If you would like to request such accommodations because of a physical, mental, or learning disability, please contact the Department of Disability Services, 101 Eibling Hall, 614-287-2570 (V/TTY). Students should provide all instructor(s) the appropriate accommodations letter. While the accommodations letter will be accepted by instructor(s) any time during the term, note that any request for accommodations will start from the date the letter is received by instructor(s) and are not retroactive. As such, students should provide instructor(s) the appropriate accommodations letter as soon as possible. Delaware Campus students may also contact an advisor in the Student Services Center, first floor Moeller Hall, 740-203-8000 – Ask for Delaware Campus advising, or www.csc.edu/delaware, for assistance.~~

B. Audio and Video Policy Update (10:51) (This is approved - Motion and second – Palazzo and Perkins) - The curriculum committee is proposing that a new required statement be added to the syllabus regarding the audio- and video-recordings of course content. This would result in a change to Procedure 5-10(B), (3). The recommended new statement is as follows (TRACY WILL VERIFY THIS WORDING). – Yes Wording Verified – Via Tracy L.

Audio-and video-recording of class content, transmission, and distribution of class content (eg. lectures, discussions, demonstrations, etc.) is strictly prohibited unless expressed written permission has been provided by the course instructor via the syllabus, or a signed form. Authorization to record extends solely to students in that particular course. Transmitting, sharing, or distributing course content onto public sites, commercial sites, or social media sites is strictly prohibited.

IV). 11: 15- 11:30 Instructional Success Item (11:04) (Motion Wright and Palazzo to approve wording and delivery of information to Dr. Cooley/deans/chairs/coordinators/leads,etc)

- A. Shell Letter/Timeline recommendation – Recommendation letter was discussed. Departments/programs are making their own timelines, but are supposed to be in place by start of AU15. (TRACY NEEDS TO ADD updated LETTER - Letter Attached Via Tracy L.
- B. Digital committee (Ann) will forward proper format of shell to Tracy.

V). 11:30-11-50 Curriculum/Student Support and Instructional Success Items (11:27)

A. Testing Center Advisory Council Update – (Eric N) Consists of faculty and TC, DEIS, etc to discuss issues.

- 1. All exams submitted by 3rd week of semester. Voted no.
- 2. Blended course finals at TC or in class. Tabled at TC council, discussed at Chairs meeting.
- 3. During finals week, only finals (and makeups) are given in the TC. (Oral comprehensive makeups were discussed.)

B). Student Conduct Concerns (Deb D) (11:44) – Want to create a policy about students being dismissed from class and involving Public Safety, Behavioral Intervention, etc. Tracy getting speakers lined up.

Announcements Updates

- 1) Travel money allocated to academic council (\$15,000) (Jackie TM)
- 2) Money for speakers is available also – Looking for speakers with broad appeal. (Jackie Teny-Miller). Informational memo coming soon. They will also take applications. (Faculty entry training and professional development committee.)
- 3) Academic Calendar committee – Calendar approved until 2020. (Jackie TM)
- 4) Jeff Bates – Gen Ed document is finalized.

Submitted by: Popovich