

# Academic Council Meeting Minutes

Friday, March 27, 2015

10:00 am -12:00 pm

WD 352

Ann Palazzo volunteered to take minutes. Minutes from the last meeting will be sent out for review.

**In Attendance:** Antoinette Perkins, Eric Neubauer, Tracy Little, Deb Dyer, Ann Palazzo, Mark Lord, Jackie Teny-Miller, Lisa Briggs, Jeff Bates, Melissa Luebben, Sandy Kyriakoula Drakatos, Adele Wright, Julie Kronk, Nancy Pine, Gilberto Serrano, Crystal Clark, Rita Rice, Patty Allen

Nancy Pine is no longer going to be the Service Learning Co-Chair. Tracy thanked her for her service. We will miss seeing our Delaware friend at our Friday meetings.

## I. Governance Updates

A. Integration committee seeks to address how we fold our work into Policy Council. Co-chairs might wish to go back to committees and see who would like to continue (then we could have an election similar to Policy Council's process). Eric noted that we should not discourage faculty on committees to step down, but co-chairs consider stepping down after terms to allow other people to serve on Academic Council. We need a term limit for co-chairs. Perhaps one year or three year terms. The committee themselves would vote on the new chairs. Antoinette indicates that we did discuss this issue of elections and the process before, but we were unsure at what point the two year term began (since the initiation of reassigned time seemed to coincide with the decision to begin term limits. Would the term begin at that point, or earlier? This recommendation has not been formalized. Adele suggested that we review the document that the integration committee created. We also need to determine when limits begin. Adele also suggests that perhaps we should begin with vacancies that already exist. Co-chairs should share this with committees and solicit feedback. Nancy noted that we may not have enough tenure track faculty to fill positions on committees. Eric said that the rotation is most important with regard to co-chairs; it is not wise to discourage faculty from contributing to committees.

Committees need to address the issue of 'non-participating' members amongst themselves. Rita says that an attendance policy is probably a good idea when we draft a formal policy. Antoinette also points out that performance is as essential as attendance. Eric says that we should examine what Policy Council does, but we do not have to mimic their procedures.

The integration committee is responsible for making sure that Academic Council recommendations are addressed and integrated into Policy Council.

B. Tracy would like to transition out of Academic Council Coordinator, and is seeking candidates. About a year would be involved working with Tracy in the transition process. Those interested should contact Jack and Tracy.

C. Reassigned time forms: a new form is being reviewed by CSEA. It has not yet been accepted. But the form is essentially prepared by Tracy and is not something that is to be questioned/argued about with chairs.

D. The grade grievance policy has not yet gone through all the channels to be considered official. It has not been voted on by a board meeting. Eric noted that it's possible that the policy might be coming back to this committee for additional revision.

II. Placement Testing Task Force. Tasked with looking at the ways in which we do placement testing, how we accept students, etc. When students take the compass test, they may place into English, or Dev. Ed and also place into e math class. But it also tests reading comprehension. There is nothing that says students need to take a developmental reading course. The Placement Testing Task Force determined that only some departments require the course as a pre-req., which means that those programs get fewer students registering. It was suggested that all classes should be doing the same thing in terms of pre-req.s. There are no college level courses, this is a pre-college course. Jackie said that she coordinates a Dev Ed program. Students need to have a fifth grade reading level. They take the compass test. Jackie has them take the IEP. Adele just added a reading pre-req. to her course for the purpose of addressing unprepared dual enrollment students. So this test should be made universal in order for students. Eric notes that students are struggling with reading comprehension.

This committee is looking at alternative ways of assessing student readiness. Compass may not be the only test—ALEX is being considered for Math and English testing. These other tests may offer multiple measures. It appears that a significant number of dual enrollment students are not passing the reading portion. Deb also added a Math component to her pre-req. Tracy asked that co-chairs review the distribution chart (Placement Testing Language Policy Follow-up”—see attachment A) created by Allysen Todd and offer any feedback on the table.

The final recommendation relates to the experience when students come to CSCC—they register, then directly walk to the Compass Testing Center without any preparation. The committee is looking at something like the pilot Compass Boot Camp which would prepare students. The committee would like to see this pilot developed.

There are some tutorials available online, but students are not aware of those resources.

Antoinette noted that our marketing plan does not accurately reflect how students need to prepare in order to attend college. Our process doesn't match our marketing.

Lisa says that it would be helpful to have online opportunities to complete the tests online. Proctor U might be a good option. Rita agrees that we need more robust online services in order to increase access. Antoinette suggests that we include a resource link on the compass testing page.

Diane Wallace and Alan Parsons will be invited to come to an Academic Council meeting. The presentation they offer is the RISE presentation: Reimagining of the Student Experience. They are trying to establish a one-stop shopping or triage center to help connect students where they need to go and what they need to do. Delaware has a very fluid and effective registration process that might be worth reviewing for main campus.

Adele commented that the test is also very long and by the time they take the reading portion, students may be very tired.

### III. FETP

Shannon Bookout requested \$1500 for an online teaching course. She could use what she learns to make something that we could use in house.

Assessment asked for money for the Assessment institute. \$6900 + 3x500 for travel fees.

Both were approved.

\$4000 is left in the budget if any other committees have needs. Group speaker money still available too. It must be spent by June 30.

The CSCC administrator for faculty development (Rich James) wants to move to Academic side of house. Currently in HR. HR doesn't want to give up salary line, but there would need to be a new salary line created and there isn't money for that. Jack agrees with the concept though. A few faculty have actually been hired.

The question was raised: How many faculty are we losing to retirement who aren't being replaced?

### IV. Student Support Committee

The Testing Center Advisory Council (which includes faculty representation) approved a recommendation that during finals week only final exams be administered at testing center (no makeups for regular tests). This has been a practice, not a policy or procedure. Rita made a motion to approve and Eric seconded the motion. Motion passed. It was asked whether this mandate applied to web and blended courses only. There was a point of clarification: traditional courses should not use testing center for regular tests. However, anecdotal evidence suggests that there are instructors who have. The testing center is available for makeups in traditional classes, but 48 hours' notice is needed to administer a test.

Testing dates: the committee suggests that it is not good to have Saturday as a deadline day for tests; the volume on Saturday rises and creates issues. This is still under discussion.

The Testing center needs 72 hour notice for regular tests- not for makeup tests.

Members of the committee agree that the real issue is that they aren't given enough money to fund their needs.

Would adjuncts make a good source of additional staff for rush period of final exams? There is concern that this would count against their allowed hours.

V. Academic Pathways

Draft Policy PLA Military committee. N credit form being developed. M Tags being developed for military training. Military credit. More automated process of credit granting. Jay Favuzzi is our contact on campus x2644. Eric and Crystal and Jeff have been working on this.

VI. Promotion and Tenure

Passed via email over break. Now going to Cathy Hatfield.

VII. Gen Ed statement and Goals/Outcomes

Passed through us and went on to Jack and he approved. There are a few minor grammatical changes that Alison Todd found. No need to re-vote.

Implementation: formally send to college for notice and comment. Then as courses are put into Curricunet they should be updated with the new Gen Eds. Master syllabus with the stuff that is set for all of them (Disability, snow days, etc.).

VIII. Student Evaluation Task force

Finished their work. No paper evals this term. Recommend that all online courses use Heather's in house version. That is currently only for online courses. Need to work on the questions. Maybe make an app so could do in the classroom. Comparisons could be made to average scores in same course, department, division, etc. Now that we're going electronic, maybe every class should be evaluated. Cost not an issue anymore.

Meeting adjourned: 12:03

Summer meeting dates to be announced next month.