

Council for Academic Issues

Sept. 25, 2019

**Wales 203B**

**Minutes**

**College Vision:** Learning today, transforming tomorrow.

**College Mission:** SUNY Broome Community College supports all members of the learning community by creating access to inclusive, diverse educational experiences. Success is achieved through the provision of innovative academics, transformative student support, and meaningful civic and community engagement.

**Values:** INQUIRY, RESPECT, INTEGRITY, TRUST, EQUITY

- I. Call to Order - 3:00 pm
- II. Establishment of Quorum/Approval of Alternates
  - a) Alternates - none
- III. Adoption of Agenda
  - a) Approved 3:01 pm
- IV. Approval of Minutes – Sept 11, 2019
  - a) Approved 3:04 pm
- V. Announcements/Correspondence/Reminders
  - a) Update from College Assembly –Deferred until Sue returns
  - b) Update from Shared Governance Chairs –Continuing to work on awards.
- VI. Report of EVP/CAO

Dr. Penny Haynes – We met with Gen Ed. Committee – provided them with their charge – we need to make sure that there are measurable outcomes to the goals – also continuing to making the working groups more inclusive.

Discussion – there were questions about the Gen. Ed. Committee. With their lower number of programs and programs with more faculty trying to have a say, should we maybe consider more representation? Change in by-laws?

-We should make sure Gen. Ed. Classes meet their by-laws.

-All programs should have a voice – be more inclusive.

-There was discussion about ILO's, Ad Hoc committees and how Gen. Ed. ILO's are assessed. If there is an Ad-Hoc committee, check the by-laws.

R. Hagerman: **we could make a motion to recommend that Gen Ed.**

**Have a vote. A. Roma motioned, Kristin – second.**

**Vote took place: 15 aye, 1 nay.**

**Motion passed.**

**-Communication will be forwarded to Gen. Ed.**

VII. Old Business  
-More to come

VIII. New Business  
a. Kim McClain: Reviewed timelines, working groups, invite adjuncts when possible, and staff associates. Built some content in Nuventive but not currently using throughout campus.  
-Are there professional developments built around program reviews?  
-K. McClain will meet with PD and inquiry. Maybe bring more faculty into the fold.  
-Provide training on how to use the document (copies provided prior to meeting).  
-Have templates, who to contact and helpful hints  
-There is currently "Content on the Dashboard" that can help.  
-Should we review the document K. McClain provided especially since this prepares current chairs and future chairs?  
-K. McClain indicated that this is a "living document" and that the program reviews are behind schedule. She was looking for an endorsement.  
-At this point, CAI needs some time to review the document.

b. Dr. Drumm wanted CAI to evaluate a change in Spring break dates from 4/13/20 – 4/17/20 to 4/6/20 – 4/10/20. There was discussion about potential financial aid implications, many people want the change, SUNY Broome plans 3 years out although BOCES only plans out 6 months- tends to be difficult to plan out. R. Hagerman indicated that changing the dates is not unprecedented.

**S. Malmberg made a motion to "Change the date as long as there are no financial implications."**

**The motion was seconded.**

**Vote 16 aye, 1 nay**

**Motion passed.**

**Information will be shared with the President.**

IX. Assessment of Shared Governance

a) A. Haggerty will be in a meeting on Monday – Sept. 30. More to come.

- X. Middle States  
a) A. Haggerty-Dr. Haynes reviewed this information earlier in our meeting.
- XI. Reports from Committees/Working Groups/Chairperson Report/Updates  
a) Different committees should have different charges by CAI. K. McLain looked into CAI by-laws-there are a couple standing committees but what is listed on the CAI site is not necessarily the committees, CAI is requesting updates from. For example – SLAC.  
b) A. Haggerty - The original idea was to make sure that student learning outcomes are logical. For any new committees, CAI should give those charges.  
c) Dr. Haynes indicated that the reason to discuss committees and charges was because of the textbook committee discussion during our last meeting. R. Hagerman thinks we should give standing charges to Shared Governance. As an FYI – the last time there was an entry for the CAI – Ad Hoc committee – Textbook Committee was 2015.  
d) SLAC – A. Haggerty – They are meeting in a couple weeks.
- XII. Adjournment – 3.45pm

Next Meeting: 3:00pm, Wednesday, Oct. 9, 2019

**Attended:** B. Privitera, M. Stanton, D. Chirico, A. Haggerty, J. Prindle, L. Heron, E. Frye, K. Yetter, E. Congdon, J. Julian, A. Roma, G. Chase, S. Malmberg, C. Duffy-Webb, A. Brandt, B. Mollen, P. Haynes, R. Martin, T. Bremer, R. Hagerman

**Alternates:** None

**Guests:** D. Berchtold, K. McLain, M. Snyder

**Excused:** S. Seibold-Simpson, D. Talovic

**Absent:** A. Vanhorn, D. Brown, M. Ryan, D. Ball

Issues/Concerns	Referred To: