



**Council for Academic Issues
Meeting Agenda**

Wednesday, October 06, 2021 – 3:00 PM to 4:30 PM

ZOOM Link - <https://zoom.us/j/96687493341>

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

Purpose of CAI: The Council for Academic Issues is the body that makes recommendations directly to the College Assembly or the President relative to academic issues, policies, and standards as well as aspects of student life that relate to the educational process. Its scope and sphere of influence will be articulated in its standing/ad hoc committee structure and, as such, will have final recommending responsibilities and influence in the areas of activity central to the interests of the faculty and the academic program(s) of the College. In addition, the CAI will provide a forum for the consideration of other general academic matters of interest to the College community or academic issues affecting the institution.

Website: <https://www2.sunybroome.edu/shared-governance/>

Officers: Andrea Roma, CAI Chair · Richard Martin, Recording Secretary · VACANT, Parliamentarian

- I. Call to Order** - ____:____PM

- II. Establishment of Quorum** (min. 13 voting members)
 - a. Approval of Alternates – Name in Zoom Chat and the CAI member you are representing
1st motion: _____ 2nd motion: _____ In favor: _____
 - b. Guests - Name in Zoom Chat

- III. Adoption of Agenda**
 - a. List changes (if applicable)

- IV. Approval of Minutes** – Wednesday, September 15, 2021
 - a. List changes (if applicable)
 - b. Minutes will include Zoom Chat and will appear after the meeting minutes
1st motion: _____ 2nd motion: _____ In favor: _____

- V. Report from CAI Chair** - Andrea Roma
 - i. College Assembly Minutes from 9/27/2021 meeting – Will share when available

- VI. Report of Chief Academic Officer** – Dr. Penny A. Haynes, VPAA

- VII. Report of Student Assembly (SA)** – TBD



VIII. Report of Committees

a. Academic Grievance Committee (AGC)

- i. Need one more CAI members - Andrea Roma, Timmy Bremer, Tim Skinner
- ii. Legal Comments RE Academic Grievance Procedure (Word Doc Attachment)
 - 1. Create a feedback Google Doc?

b. SUNY Awards Selection Committee

- i. Adjunct Award - IP

c. Faculty Council of Community Colleges (FCCC) – Dr. Mary Donnelly

- i. FCCC – SUNY General Education Timeline Resolution AAC1.2021-2022 – (PDF Attachment)

IX. Standing Order of Business

a. Old Business

- i. Restructure of the College
- ii. Shared Governance Assessment Response Plan
- iii. Proposed Distance Learning Course Review Policy – (Word Doc Attachment)
 - 1. Word Doc attachment updated since 9/15 CAI meeting with track changes
 - 2. [DL Course Review Policy CAI Feedback Document \(Google Doc\)](#)
- iv. Proposed Change of Program Policy – with notes – (Word Doc Attachment)
 - 1. [Change of Program Policy CAI Feedback Document \(Google Doc\)](#)
- v. Statement from CAI to combat COVID Vaccine Misinformation
 - 1. [Google Doc with Feedback](#)

b. New Business

- i. General Education review process not aligned with Curriculum Committee process
 - 1. Faculty member did refer this to their Gen Ed Comm rep, but wanted to make visible to CAI to see efforts to better align procedures and timelines, esp. when multiple committees are involved
- ii. Animal(s) Policy DRAFT – (Two Word Docs Attachment)
 - 1. [Animal\(s\) Policy CAI Feedback Document \(Google Doc\)](#)

X. Adjournment - ____:____PM

1st motion: _____ 2nd motion: _____ Favor: _____

ADDITIONAL INFORMATION:

CAI 2021-2022 Membership Vacancies – Article IV.1. of CAI Bylaws

- Parliamentarian (1)
- Classified Service (1)
- Staff Associate (1) – We have a nomination
- Full-time Instructional Faculty (Health Sciences) (1)
- Student Assembly (2)

Planning for CAI 2022-2023 nominations of 2022-2023 Officers

- CAI Chair-Elect – vote by last Dec. 2021 CAI Meeting

NEXT CAI Meeting: Wednesday, October 20, 2021 at 3:00 to 4:30 PM

Zoom link: <https://zoom.us/j/96888139546>



Council for Academic Issues 2021-2022 Action & Results:

Meeting Date:	Issues / Concerns:	Referred To:	Agenda Section:
9/13/21	Proposed DRAFT of Distance Learning Course Review Policy and Proposed Change of Program Policy – CAI members reach out to constituents for feedback	CAI Members	IX.b.ii.
9/13/21	Sent a transmittal to the Distance Learning Steering Committee in regards to Recording of classes	DLSC	IX.a.vii.1.
9/13/21	Updated the Recomm from the SG Assessment Group FINAL to SG Assessment Response Plan	SG	IX.a.ii.
9/13/21	Removed Textbook/Bookstore from agenda – no issues or concerns	N/A	IX.a.iii.
9/13/21	Removed Course Substitutions & Waiver Workgroup item – recommendation coming along will be send to CAI when ready	N/A	IX.a.vi.
9/13/21	Removed the Middle States section under Report of Committees	N/A	VIII.c.



Council for Academic Issues Membership 2021-2022 Rev. 9/14/21

Student Assembly	(Vacant)	(Votes)	
Student Assembly	(Vacant)	(Votes)	
FT Instructional Faculty (Liberal Arts):	Myriam Stanton	(Votes)	
FT Instructional Faculty (Liberal Arts):	Dave Chirico	(Votes)	
FT Instructional Faculty (Liberal Arts):	Andrew Haggerty	(Votes)	
FT Instructional Faculty (Liberal Arts):	Carla Michalak	(Votes)	
FT Instructional Faculty (BPS):	Denise Wells	(Votes)	
FT Instructional Faculty (BPS):	Erin Frye	(Votes)	
FT Instructional Faculty (Health Sciences):	(Vacant)	(Votes)	
FT Instructional Faculty (Health Sciences):	Anne Haner-Uncapher	(Votes)	
FT Instructional Faculty (STEM); <i>Recording Secretary:</i>	Richard Martin	(Votes)	
FT Instructional Faculty (STEM):	Jen Musa	(Votes)	
Adjunct Faculty:	Lisa Antalek	(Votes)	
Adjunct Faculty:	Robert Becker	(Votes)	
Dept. Chair (Liberal Arts):	Tim Skinner	(Votes)	
Dept. Chair (Business & Professional Services):	Gian Roma	(Votes)	
Dept. Chair (Health Sciences):	Tina Seedborg	(Votes)	
Dept. Chair (STEM)	Timmy Bremer	(Votes)	
FT Non-Inst Faculty; <i>CAI Chair: (non-voting as Chair unless tie)</i>	Andrea Roma	(Votes)	
FT Non-Inst Faculty:	Sarah Belancsik	(Votes)	
Staff Associate:	(Vacant)	(Votes)	
Classified Service:	(Vacant)	(Votes)	
At Large:	Gina Chase	(Votes)	
Division Dean:	Michele Snyder	(Votes)	
Division Dean:	Jeff Anderson	(Votes)	
President's Taskforce on Diversity & Inclusion (PTODI):	Scott Corley	(Votes)	
VP for Academic Affairs:	Penny Haynes	(Non-voting)	
Dean of Institutional Effectiveness and Enrollment Planning	Kim McLain	(Non-voting)	
Distance Learning Steering Committee	Carine Surdey	(Non-voting)	
FCCC Delegate:	Mary Donnelly	(Non-voting)	
Parliamentarian:	(Vacant)	(Non-voting)	

SHARED Governance

Guest:	Guest:
Guest:	Guest:
Guest:	Guest:
Guest:	Guest: