



Council for Academic Issues

Meeting Agenda

Wednesday, September 16 – 3:00 PM to 4:30 PM

ZOOM Link - <https://zoom.us/j/96309905693>

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.

Officers: Andrea Roma, CAI Chair · Lee Heron, Recording Secretary · Erin Frye, Corresponding Secretary · VACANT, Parliamentarian

- I. Call to Order - ____:____ PM
- II. Establishment of Quorum (min. 13 voting members)
Approval of Alternates – Place your name in Zoom Chat and the CAI member you are representing
- III. Adoption of Agenda
 - a. List changes (if applicable)
- IV. Approval of Minutes – Wednesday, September 2, 2020
 - 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. Correspondence / Announcements / Reminders
 - a. COVID-19 Dashboard for 64 SUNY Campuses - FCCC Email (PDF attachment)
 - i. <https://www.suny.edu/covid19-tracker/>
- VI. Report from CAI Chair - Andrea Roma
 - a. College Assembly updates (8/31/20 Meeting Minutes – PDF attachment)
 - b. SG Chairs Meeting updates
- VII. Report of Chief Academic Officer – Dr. Penny A. Haynes, VPAA



VIII. Report of Committees

- a. Academic Grievance Committee (AGC)
 - i. Establish AGC members:
 1. Chair CAI – Andrea Roma
 2. FT Classroom Faculty – David Chirico / Beth Congdon
 3. FT Non-Classroom Faculty – Lauren Bunnell
 4. Student – TBD
 - ii. Academic Grievances for the Ad-Hoc Hearing Committees – Two for fall 2020 review
 1. Ad-Hoc Hearing Committee #1 Update
 2. Ad-Hoc Hearing Committee #2 Update
- b. SUNY Awards Selection Committee
 - i. Email announcement on 9/14/20 to entire campus for SUNY Chan Award Exc in Adjunct Teaching and Distinguished Faculty Rank Award
 - ii. Remaining SUNY Chan. Awards nominations email announcement to follow in October
 - iii. Working on creating the membership for SUNY Chancellor Award Selection Committee and Dist. Faculty Ranks
- c. Middle States – Andrew Haggerty
- d. Faculty Council of Community Colleges (FCCC) – Stephanie Malmberg
 - i. FCCC Letter to Chancellor (PDF attachment)
 - ii. Joint FCCC – UFS Vote No Confidence Resolution (PDF attachment)
 - iii. Campus Governance Leaders Workshop Agenda for 9/18/20 - (PDF attachment) – email Andrea Roma if you are attending

IX. Standing Order of Business

- a. Old Business
 - i. Restructure of the College
 - ii. Recommendations from the SG Assessment Group FINAL – (PDF attachment)
 1. Discussed at SG Chairs – CA and COI taking to their next mtg
 2. The following SG Chairs mtg we will discuss what immediate actions we can take to address the recommendations
 - iii. Textbook Committee – Email 8/19/20 from Dr. Haynes about Fall 2020 Bookstore (PDF attachment)
 1. Focus Group – Should we make a recommendation & to who
 - a. Reps composed of students / staff / faculty / Follett / MARCOM
 - b. Who else?
 - c. What topics & questions should be posed so ignite ideas and processes:
 - i. Does the Bookstore need more exposure on campus
 - ii. Open house should bookstore rep be present at a table – 2019 could not man table and store / 2018 invited to orientation to present a PPT but did not show - (PDF attachment – PPT)
 - iii. Orientation – shows students the bookstore website (#ProTips covers books on reserve in Library and bookstore price match)
 - iv. Video tutorials (submit a book adoption / order books online, etc.)
 - v. Marketing / branding
 - vi. Education of resources Campus Bookstore offers
 - vii. Trainings available for faculty for book adoptions
 - viii. FAQs for faculty and students
 - ix. Helpdesk feature for students concerning books
 - x. Other topics / questions?



- b. New Business
 - i. Social justice and anti-racism initiative
 - 1. PTODI first meeting is Tuesday, September 15th from 2:30 pm – 4:30 pm
 - 2. List of fall meeting dates (PDF attachment)
 - ii. Dec. 2020 Election for 2021-2022 Officers – Chair-Elect, Recording and Corresponding Secretary (open to current voting members) and Parliamentarian (non-CAI and non-voting member) – depending on action items from SG Assessment Recomm doc this may not be a topic this year
 - iii. CAI 2020-2021 Membership vacancies
 - 1. Parliamentarian (1)
 - 2. Student Assembly (2) - TBD
 - 3. Classified Service (1) – emailed the ESPA Pres. Have not heard anything yet
 - iv. Recording of CAI via Zoom
 - v. Voting via Google Form post meetings when applicable
 - vi. Academic Grievance Procedure
 - 1. What can a student grieve?
 - a. Webpage: <http://www1.sunybroome.edu/academics/academic-grievance-procedure/>
 - b. Procedure: Student Rights and Responsibilities
Reference No.: 4.4
Cross-Reference: Policy 1.2
<http://www1.sunybroome.edu/academics/academic-grievance-procedure/>
 - 2. Ad Hoc Hearing Committee membership
 - a. Dept. Chair, FT tenured faculty from gri. Div., FT non-instruc faculty, two students
 - b. How can we increase membership eligibility – as tenure pool could decrease due to retirement, etc.
 - c. Should we work with dept. to designate Ad-Hoc Hearing Comm. members a semester prior so easier to compile committee to move process along
 - vii. SurveyDIG
 - 1. Emre Dogan, Instructional Designer, from Registrar’s Office to present the topic
 - 2. Proposed changes with SurveyDIG
 - 3. Feedback from constituents of CAI members

X. Adjournment - ____:____ PM
1st motion: _____ 2nd motion: _____ In favor: _____

NEXT CAI Meeting: Wednesday, September 30, 2020 at 3:00 PM to 4:30 PM
ZOOM Link: <https://zoom.us/j/96806273983> (also sent via Google Calendar invite)



Council for Academic Issues 2020-2021 Action & Results:

Meeting Date:	Issues / Concerns:	Referred To:	Agenda Section:
9/16/20	Two Ad-Hoc Hearing Committees established will work through process with Dani Berchtold – will keep CAI updated in process		9/16/20 VIII.a.ii

Shared Governance at SUNY Broome: <http://www2.sunybroome.edu/shared-governance/>



Council for Academic Issues Membership 2020-2021: Rev. 9/10/2020

Council for Academic Issues Membership/Attendance (13 = quorum)			2020-2021
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 Instruct. Faculty (BPS); <i>Recording Secretary</i> :	Lee Heron	(Votes)	_____
FT Inst Faculty (BPS); <i>Corresponding Secretary</i> :	Erin Frye	(Votes)	_____
FT Instructional Faculty (Health Sciences):	Tina Seedborg	(Votes)	_____
FT Instructional Faculty (Health Sciences):	Denisa Talovic	(Votes)	_____
FT Instructional Faculty (STEM):	Richard Martin	(Votes)	_____
FT Instructional Faculty (STEM):	Elizabeth Congdon	(Votes)	_____
Adjunct Faculty:	Lisa Antalek	(Votes)	_____
Adjunct Faculty:	(Vacant)	(Votes)	_____
Dept. Chair (Liberal Arts):	Tim Skinner	(Votes)	_____
Dept. Chair (Business & Professional Services):	Gian Roma	(Votes)	_____
Dept. Chair (Health Sciences):	Rachael Hagerman	(Votes)	_____
Dept. Chair (STEM)	Timmy Bremer	(Votes)	_____
FT Non-Inst Faculty; <i>CAI Chair</i> :	Andrea Roma	(Votes)	_____
FT Non-Inst Faculty; <i>FCCC Delegate</i> :	Stephanie Malmberg	(Votes)	_____
Staff Associate:	Lauren Bunnell	(Votes)	_____
Classified Service:	(Vacant)	(Votes)	_____
At Large:	Christine Duffy-Webb	(Votes)	_____
Division Dean:	Michele Snyder	(Votes)	_____
Division Dean:	Michael Kinney	(Votes)	_____
VP for Academic Affairs:	Penny Haynes	(Non-voting)	_____
Dean of Institutional Effectiveness & Enrollment Planning	Kim McLain	(Non-voting)	_____
Distance Learning Steering Committee	Carine Surdey	(Non-voting)	_____
Parliamentarian:	(Vacant)	(Non-voting)	_____
Guest:	Guest:		_____
Guest:	Guest:		_____
Guest:	Guest:		_____
Guest:	Guest:		_____