Council for Academic Issues

Meeting Agenda

Wednesday, September 30 – 3:00 PM to 4:30 PM
ZOOM Link - https://zoom.us/j/96806273983

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 16, 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**

VI.   **Report from CAI Chair** - Andrea Roma
        a. College Assembly updates
             i.   CARES Act Report – (PDF attachment)
             ii. CA DRAFT Minutes from 9/14/20 meeting – (PDF attachment)
        b. SG Chairs Meeting updates
             i.   Your Voice Matters planning

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

VIII. **Report of Committees**
    a. Academic Grievance Committee (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. 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. Remaining SUNY Chan. Awards nominations email announcement to follow in October
      ii. Working on 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. Joint FCCC – UFS Vote No Confidence Resolution (PDF attachment)
        1. VOTING Results – submitted via anonymous Google Form
          a. Do you endorse the Vote of No Confidence Resolution before CAI or reject the Vote of No Confidence?
            <u>Results (total of 18 votes):</u>
                i. Endorse – 6
                ii. Not Endorse – 5
                iii. Abstain – 7
        2. Combined with CA and COI votes – the Joint FCCC – UFS Vote No Confidence Resolution – DID NOT PASS, therefore we do not endorse this resolution

IX. **Standing Order of Business**
    a. Old Business
      i. Restructure of the College
      ii. Recommendations from the SG Assessment Group FINAL – (PDF attachment)
        1. SG Chairs will update on progress of implementation
      iii. Textbook Committee
        1. Sent email invite to Dr. Ross-Scott and Teresa Contessa, Bookstore Mgr., Joshua Patterson and Cheryl Smith – joining us on 10/7/20 CAI Mtg
      iv. Social justice and anti-racism initiative
        1. PTODI memo to CAI – (PDF attachment)
      v. 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
      vi. CAI 2020-2021 Membership vacancies
        1. Parliamentarian (1)
        2. Student Assembly (1) - TBD
        3. Classified Service (1) – emailed ESPA Listserv
      vii. Academic Grievance Procedure – (PDF attachment)
        1. Added back in the third bullet to the webpage – just an oversight

2. What can a student grieve?
   a. http://www1.sunybroome.edu/academics/academic-grievance-procedure/
   b. Procedure: Student Rights and Responsibilities - Reference No.: 4.4 - Cross-Reference: Policy 1.2
3. 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

b. New Business
   i. SUNY Broome EIT Accessibility Plan – Dr. Kim McLain – (PDF attachment)
      1. Towards the back of the plan there are action plans that provide an overview in a snapshot format
   ii. Circlein App – Robin Petrus, Director of Learning Center/Learning Assistance Department
      1. https://www.circleinapp.com/
   iii. Netiquette document from Rockland Community College – (PDF attachment)

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

NEXT CAI Meeting: Wednesday, October 7, 2020 at 3:00 PM to 4:30 PM
ZOOM Link: https://zoom.us/j/99380128198 (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
9/16/20	SG bodies will not record Zoom meetings		9/16/20 IX.b.iv.
9/16/20	SG Bodies will utilize Google Forms as voting tool – may change		9/16/20 IX.b.v.

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

Council for Academic Issues Membership 2020-2021: Rev. 9/22/2020

Council for Academic Issues Membership/Attendance (13 = quorum)			2020-2021
Student Assembly; *Interim SA President:*	Benjamin Kircher	(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); *Recording Secretary:*	Lee Heron	(Votes)	
FT Inst Faculty (BPS); *Corresponding Secretary:*	Erin Frye	(Votes)	
FT Instructional Faculty (Health Sciences):	Holly Jones	(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:	Laura Bigelow	(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; *CAI Chair:*	Andrea Roma	(Non-voting)	
FT Non-Inst Faculty; *FCCC Delegate:*	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:	Alternate for Fall 2020:	Holly Jones for	Tina Seedborg