



Council for Academic Issues

Meeting Agenda

Wednesday, September 2 – 3:00 PM to 4:30 PM

ZOOM Link - <https://zoom.us/j/94174943211>

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
 - a. List changes (if applicable)
 - b. Minutes will include Zoom Chat and will appear after the meeting minutes
- V. Correspondence / Announcements / Reminders
 - a. FCCC Listserv Email – Center for Professional Development New Faculty Mentoring Program
- VI. Report from CAI Chair - Andrea Roma
 - a. Thank you for being here and our purpose
 - b. Overview of agenda – included 2020-2021 membership list (attendance purposes) will include terms soon, Actions and Results table will utilize to keep track of accomplishments/changes and to do's, CAI by-laws included for your review
 - c. College Assembly updates
 - d. SG Chair update
 - e. Your Voice Matters for November – planning event



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

VIII. Report of Committees

- a. Academic Grievance Committee (AGC) - Accepts grievances from VPPA & provides information and clarification to the Ad-Hoc Hearing Committee:
 - i. Establish AGC members:
 1. Chair CAI – Andrea Roma
 2. FT Classroom Faculty –
 3. FT Non-Classroom Faculty –
 4. Student –
 5. AGC has five (5) days from establishment of members to establish the Ad-Hoc Hearing Committee membership
 - ii. Establish two (2) Ad-Hoc Hearing Committee Members:
 1. Teaching Faculty Member (1) with continuing appt from same division as grievance, but not same department (Health Science) –
 2. Academic Dept. Chair (1) from different division (BPS, LA, STEM) –
 3. Non-classroom faculty member with continuing appt (Open) –
 4. Students (2) from list provided by Student Assembly and not current members of the course and course section at issue – May need to reach out to Interim Dean of Students Shelli Cordisco
 5. Designate a member (students excluded) to be Chair who will report to Dani Berchtold and to the AGC on process
 6. Dani Berchtold will reach out to student(s) and faculty of the grievance(s) with Ad Hoc HC membership for approval
 7. Once Ad-Hoc HC is approved – Dani Berchtold and AGC will communicate grievances information to Ad-Hoc HC
 - iii. Academic Grievances for the Ad-Hoc Hearing Committee:
 1. (2) Academic grievances from Nursing Dept.
 2. Dani Berchtold, Senior Associate to VPAA & AGC will assist with process
- b. SUNY Awards Selection Committee
 - i. Working on the Dist. Faculty Ranks and SUNY Chan. Award for Adjunct nomination announcement to come out early September
 - ii. Remaining SUNY Chan. Awards nominations announcement to follow in October
 - iii. Membership based upon the SUNY Chancellor Award Selection Committee requirements
- c. Middle States – Andrew Haggerty
- d. Faculty Council of Community Colleges (FCCC) – Stephanie Malmberg

IX. Standing Order of Business

- a. Old Business
 - i. Restructure of the College
 - ii. Recommendations from the SG Assessment Group FINAL - PDF
 - iii. Textbook Committee – Refer to 10/23/2019 CAI meeting minutes below this was the last the textbook committee was talked about:

“Textbook committee – do we want one? What is the charge? What is it that we want to solve? Concern with FSA? i) Discussion – email Dr. Haynes with issues. A. Haggerty – what was done on previous committees. P. Bond – problems with textbooks not being in the store. What is an effective model? Can we communicate more with the store? Invite store folks to our meetings- regularly? Venting? OER’s have come out of it. How to communicate with the store? Messenger? Accountability? Intermediary? R. Hagerman – textbook report after each cycle, then feedback, but it becomes a cycle. CAI could be the committee. Are students alerted to when books come in? Student rep. indicated



that he never rec'd email. Do we have a sense about how many books are purchased at the store vs. online? There are book vouchers for some students who need to use the bookstore."

1. Do we want this under CAI and what is an effective model?
2. What and whom the "charge" should come from?
3. Should we invite the Bookstore Manager to CAI?
4. What new challenges do student face with current pandemic and obtaining textbooks?

b. New Business

- i. 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)
- ii. CAI 2020-2021 Membership vacancies
 1. Parliamentarian (1)
 2. Student Assembly (2)
 3. Adjunct Faculty (1)
 4. Classified Service (1)

X. Adjournment - __:___ PM

Council for Academic Issues 2020-2021 Action & Results:

Meeting Date:	Issues / Concerns:	Referred To:	Agenda Section:

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



Council for Academic Issues Membership 2020-2021: Rev. 8/31/2020

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)	_____
Parliamentarian:	(Vacant)	(Non-voting)	_____
Guest:	Guest:		_____
Guest:	Guest:		_____
Guest:	Guest:		_____
Guest:	Guest:		_____