Council for Academic Issues

Meeting Agenda

Wednesday, October 7 – 3:00 PM to 4:30 PM
ZOOM Link - https://zoom.us/j/99380128198

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**
        a.   SUNY Uniform Sanctioning Policy in Response to COVID-19 Student Violations – (PDF attachment)

VI.   **Report from CAI Chair** - Andrea Roma
        a.   College Assembly updates
                i.   CA DRAFT Minutes from 9/28/20 meeting – (PDF attachment)
                ii. Response to Memo sent to CA RE: Assessment Committee (SLAC)
        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) Members

        i. No activity at this time – Members for 2020-2021 have been placed in the Actions/Issues table below for future reference

    b. SUNY Awards Selection Committee

        i. Sent SUNY Chan. Awards nominations email announcement to VPAA on 10/2

        ii. Calling for membership for SUNY Chancellor Award Selection Committee

    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 attachment)

            1. Share with your constituents for feedback and questions - please send questions/comments/concerns to me

        iii. Textbook Committee

            1. Welcome Dr. Ross-Scott, Teresa Contessa, Bookstore Mgr., Joshua Patterson and Cheryl Smith

            2. COMPILED Textbook & Bookstore Information Packet – (PDF attachment)

        iv. Social justice and anti-racism initiative

        Will discuss/vote at the 10/21/20 CAI meeting to add this language to Article III. Membership of the CAI by-laws:

            "Representative from the President's Taskforce on Diversity and Inclusion (PTODI) (Voting)

               - Taskforce leadership will designate the representative from the current membership"

        v. Election planning for 2021-2022 Officers –

            1. Chair-Elect, Recording and Corresponding Secretary (open to current voting members) and Parliamentarian (non-CAI and non-voting member)

        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. Request to review entire process - Create a CAI member workgroup to review and/or call on constituents for feedback:

                http://www1.sunybroome.edu/academics/academic-grievance-procedure/

                Procedure: Student Rights and Responsibilities - Reference No.: 4.4 - Cross-Reference: Policy 1.2

                Ad Hoc Hearing Committee membership

                    o Dept. Chair, FT tenured faculty from gri. Div., FT non-instruc faculty, two students

                    o How can we increase membership eligibility – as tenure pool could decrease due to retirement, etc.

                    o Should we work with dept. to designate Ad-Hoc Hearing Comm. members a semester prior so easier to compile committee to move process along

       viii. Netiquette document from Rockland Community College – (PDF attachment)
1. What did your constituents comment/question, etc.

  b. New Business
    i. Course/Substitution Waivers
1. Concern over the many denials that can/does impact a student's financial aid, transfer and graduation requirements
2. Consider review of the policy and procedure – was there a change that faculty chairs/coordinators were not aware of
    ii. Program Review Communication and Results
1. Have depts. attend CAI to discuss their goals: findings, results, what they learned, etc.
    iii. Blackboard Orientation for students – Carine Surdey – Distance Learning Steering Committee

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

NEXT CAI Meeting: Wednesday, October 21, 2020 at 3:00 PM to 4:30 PM
ZOOM Link: https://zoom.us/j/98887370443 (also sent via Google Calendar invite)

Council for Academic Issues 2020-2021 Action & Results:

Meeting Date:	Issues / Concerns:	Referred To:	Agenda Section:
9/30/20	Add following items to 10/7 CAI agenda: Course Waiver/Substitutions (STEM faculty-T. Bremer) and Communication of Program Review Results (Dr. Kim McLain)	CAI	TBD
9/30/20	Netiquette document from SUNY CAO group – Rockland Comm. College – requested CAI members share with constituents for feedback, is this something we may want?	CAI Members Constituents	9/30/20 IX.b.iii.
9/30/20	CircleIn App information shared by Robin Petrus to CAI members – request members send to constituents to disseminate information – Robin Petrus will keep us updated if need further help	N/A	9/30/20 IX.b.ii.
9/30/20	SUNY Broome EIT Accessibility Plan shared with CAI members by Dr. McLain	N/A	9/30/20 IX.b.i.
9/30/20	Identifies third bullet missing from Academic Grievance procedure on webpage – typo – added back on webpage – updated item on agenda as VPAA wants the entire procedure reviewed	VPAA	9/30/20 IX.a.vii.1. & 2.
9/30/20	Joint FCCC-UFS Vote of No Confidence Resolution CAI Voting Results: Endorse (6), Not Endorse (5), Abstain (7) Combine votes with other SG bodies: DO NOT ENDORSE	FCCC	9/30/20 VIII.d.i.
9/30/20	Shared SurveyDIG document of updates with CAI members	N/A	9/16/20 IX.b.vii.
9/30/20	Nomination emails for DFR/Chan ADJ/Other Chan Awards sent to campus	VPAA	9/16/20 VIII.b.i
9/16/20	Two Ad-Hoc Hearing Committees established will work through process with Dani Berchtold – will keep CAI updated in process	VPAA	9/16/20 VIII.a.ii
9/16/20	Academic Grievance Committee Members formed for 2020-2021: Andrea Roma, Beth Congdon, David Chirico, Lauren Bunnell, Ben Kircher	N/A	9/16/20 VIII.a.i.
9/16/20	SG bodies will not record Zoom meetings	N/A	9/16/20 IX.b.iv.
9/16/20	SG Bodies will utilize Google Forms as voting tool – may change	N/A	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