



Council for Academic Issues

Meeting Agenda

Wednesday, November 18 – 3:00 PM to 4:30 PM

ZOOM Link - <https://zoom.us/j/94695301972>

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, October 21, 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. CA DRAFT Minutes from 11/2/20 meeting – (PDF attachment)
 - b. SG Chairs Meeting updates
 - i. Your Voice Matters event is November 19th at 11:00 AM via ZOOM
- VII. **Report of Chief Academic Officer** – Dr. Penny A. Haynes, VPAA



VIII. Report of Student Assembly – SA Representative

IX. Report of Committees

- a. Academic Grievance Committee (AGC) Members
 - i. No activity at this time
- b. SUNY Awards Selection Committee
 - i. Membership for SUNY Awards Selection Committee established
 - ii. Moving ahead with SUNY Chan Award process for each award
- c. Middle States – Dr. Andrew Haggerty
- d. Faculty Council of Community Colleges (FCCC) – Dr. Stephanie Malmberg

X. Standing Order of Business

a. Old Business

- i. Restructure of the College
- ii. Recommendations from the SG Assessment Group FINAL – (PDF attachment)
 - 1. College Assembly looking to create a work group and call upon other SG members – will keep updated
- iii. Textbook Committee
 - 1. Attending the Dec. 2nd CAI mtg - Teresa Contessa, Bookstore Mgr., Joshua Patterson and Cheryl Smith
- iv. Social justice and anti-racism initiative
 - 1. What is next?
- v. Call for nominations of 2021-2022 Officers –
 - 1. Chair-Elect nominations due December 2nd with voting on December 16th via Google Form
 - 2. Recording and Corresponding Secretary (open to current voting members) - Due to vote by last meeting of spring 2021 semester via Google Form (if necessary)
 - 3. Parliamentarian (non-CAI and non-voting member) – Due to appoint by last meeting of spring 2021 semester
- vi. CAI 2020-2021 Membership vacancies
 - 1. Parliamentarian (1)
 - 2. 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
 - Dept. Chair, FT tenured faculty from gri. Div., FT non-instruc faculty, two students
 - How can we increase membership eligibility – as tenure pool could decrease due to retirement, etc.
 - 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. Online Course Etiquette – (PDF attachment)
 - 1. DRAFT Memo to the Dean of Students – (PDF attachment)
 - a. Any questions or additions?



- ix. Course/Substitution Waivers
 - 1. Updates from workgroup to review procedure and related content
 - a. Review procedure and related content of the policy and procedure for better clarity of process and responsibilities of campus individuals
 - 2. Workgroup updates
- x. Open Access Policy Draft – Paul Bond, Asst. Librarian – (PDF attachment)
 - 1. The SUNY Chancellor requested all campuses to draft such a policy, and set a submission deadline of 12/31/2020
 - 2. Seeking for endorsement of CAI to move forward
- xi. DeQue University, an educational platform about accessibility – Dr. Kim McLain & Carine Surdey – (PDF attachment)
 - 1. Seeking for endorsement of CAI to promote the training to faculty

b. New Business

- i. Any new business to bring forth?

XI. Adjournment - ____:____ PM

1st motion: _____ 2nd motion: _____ In favor: _____

NEXT CAI Meeting: Wednesday, December 2, 2020 at 3:00 PM to 4:30 PM

ZOOM Link: <https://zoom.us/j/99136723877> (also sent via Google Calendar invite)



Council for Academic Issues 2020-2021 Action & Results:

Meeting Date:	Issues / Concerns:	Referred To:	Agenda Section:
10/30/20	Memo sent to PTODI communicating approval of PTODI voting membership on CAI effective immediately & communicate that member ASAP to send CAI meeting materials & invites	PTODI	10/21/20 IX.a.iv.
10/21/20	Motion made and unanimous approval to have depts. attend CAI to review program and results from Nuventive – Unanimous approval – Dr. McLain to communicate when a department would like to attend and so	N/A	10/21/20 IX.b.viii.
10/21/20	Motion made to change agenda item from netiquette document from Rockland Community College to Online Course Etiquette	CAI	10/21/20 IX.a.i.
10/21/20	CAI Workgroup for Course Substitutions and Waivers convened and sent Google Folder and information to get started	CSW W-G	10/21/20 IX.a.ix.
10/21/20	Motion made with unanimous approval to review the Academic Grievance Procedure and to consider a workgroup to consider ideas to establish a workgroup to consider ideas and make recommendations	CAI	10/21/20 IX.a.vii.
10/21/20	Motion to proceed with PTODI membership language to CAI bylaws via Google Form - Voting Results 13-Yes, 1-No, 2 Abstain <i>“Representative from the President’s Taskforce on Diversity and Inclusion (PTODI) (Voting) - Taskforce leadership will designate the representative from the current membership”</i>	CA Sec. 10/30/20	10/21/20 IX.a.iv.
10/20/20	Membership and convened SUNY Awards Committee for SUNY Chancellor Awards for Adjuncts and others	N/A	10/7/20 VIII.b.ii.
10/19/20	Email announcement for Chan. Awards Adjunct Nominees sent to entire campus 10/19/20 from VPAA	N/A	10/7/20 VIII.b.iii.
10/13/20	Email announcement for all other SUNY Chan. Awards sent 10/13/20 from VPAA	N/A	10/7/20 VIII.b.i.
10/7/20	Motion made to create a workgroup to address the course & substitution waiver procedure for clarification and provide a solution to programs that need assistance. Unanimous approval.	CSW W-G	10/7/20 IX.b.i.
10/7/20	Email Chairs & Deans Mtg Chair Melissa Martin about including Bookstore in agenda for a meeting (10/8/20)	CDC Chair	10/7/20 IX.a.iii.
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	10/7/20 IX.b.i. IX.b.ii.
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.

SHARED Governance

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. 10/30/2020

Council for Academic Issues Membership/Attendance (13 = quorum)			2020-2021
Student Assembly; <i>President:</i>	Benjamin Kircher	(Votes)	_____
Student Assembly; <i>VP for Academic Affairs:</i>	Shalini Sethi	(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):	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; <i>CAI Chair:</i>	Andrea Roma	(Non-voting)	_____
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)	_____
President's Taskforce on Diversity & Inclusion (PTODI)	(Vacant)	(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:	Alternate for Fall 2020:	Holly Jones for	Tina Seedborg