



## Council for Academic Issues Meeting Agenda

Wednesday, March 24, 2021 – 3:00 PM to 4:30 PM

ZOOM Link - <https://zoom.us/j/92765162433>

**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)
  - a. Approval of Alternates – Place your name in Zoom Chat and the CAI member you are representing  
1<sup>st</sup> motion: \_\_\_\_\_ 2<sup>nd</sup> motion: \_\_\_\_\_ In favor: \_\_\_\_\_
  - b. Guests type name in the Zoom Chat
  
- III. **Adoption of Agenda**
  - a. List changes (if applicable)
  
- IV. **Approval of Minutes** – Wednesday, March 10, 2021
  - a. List changes (if applicable)
  - b. Minutes will include Zoom Chat and will appear after the meeting minutes  
  
1<sup>st</sup> motion: \_\_\_\_\_ 2<sup>nd</sup> motion: \_\_\_\_\_ In favor: \_\_\_\_\_
  
- V. **Correspondence / Announcements / Reminders**



**VI. Report from CAI Chair - Andrea Roma**

- a. College Assembly updates
  - i. CA DRAFT Minutes from 3/8/2021 meeting – (PDF attachment)
  - ii. February 2021 Monthly Budget Report - from CA on 3/22/21
- b. SG Chairs Meeting updates
  - i. Working on elections for 2021-2022 SG body memberships
  - ii. Your Voice Matters spring event - Save the Date of April

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

**VIII. Report of Student Assembly (SA) – SA Representative**

**IX. Report of Committees**

- a. Academic Grievance Committee (AGC) Members
  - i. No activity at this time
- b. SUNY Awards Selection Committee
  - i. Completed tasks – just awaiting SUNY confirmation of recipients
- c. Middle States – Dr. Andrew Haggerty
- d. Faculty Council of Community Colleges (FCCC) – Dr. Mary Donnelly

**X. Standing Order of Business**

**a. Old Business**

- i. **Restructure of the College**
- ii. **Recommendations from the SG Assessment Group FINAL – (PDF sent in previous emails)**
  - 1. Two Year Chair Term Options Proposal March 8 - Spring 2021 – (PDF attachment)
- iii. **Textbook / Bookstore** – Teresa Contessa, Bookstore Mgr. & Joshua Patterson
  - 1. Bookstore Online Adoptions Flyer, Course Adoption Form, Updates – (3 PDF attachments)

**iv. Call for nominations of 2021-2022 Officers**

- 1. Recording and Corresponding Secretary (open to current voting members) - Vote by last meeting of spring 2021 semester via Google Form (if necessary)
- 2. Parliamentarian (non-CAI and non-voting member) – Appoint by last meeting of spring 2021 semester

**v. CAI 2020-2021 Membership vacancies**

The SG Chairs are going to put a call out to entire campus. If you know of someone within the constituencies who is interested, please have them email Shared Governance. Refer to *Article IV.1. of CAI By-laws* for procedure.

- 1. Parliamentarian (1)
- 2. Classified Service (1)
- 3. Full-time Non-Instructional Faculty (1)
- 4. Health Science Chair (1)



**vi. Academic Grievance Procedure – (PDF sent in previous emails)**

Purpose – Review entire process - <http://www1.sunybroome.edu/academics/academic-grievance-procedure/> - Procedure: Student Rights and Responsibilities - Reference No.: 4.4 - Cross- Reference: Policy 1.2

1. Academic Grievance Workgroup Updates – Timmy Bremer, WG Chair

**vii. Course/Substitution Waivers**

Purpose – To review procedure and related content of the policy and procedure for better clarity of process and responsibilities of campus individuals

1. Course/Substitution Waivers Workgroup Updates

**viii. Corresponding Secretary Position**

1. Applicable areas in CAI Bylaws that reference the position – (PDF attachment)
2. Possible vote on April 7, 2021 via Google Form after meeting with a deadline

**ix. ILO on Racial Justice/Equity: *Within a given field or discipline, students will identify the consequences of racism in the United States at the individual, group, and systemic levels.***

1. PTODI Endorsement & General Education Committee Memo – distributed at 3/10/21 CAI Meeting
2. Vote to Endorse – via Google Form – will email out after 3/24/21 meeting with 3/26/21 at Noon voting deadline if reach a quorum (13 votes)

**b. New Business**

**i. College Policy/Procedure Review – President requesting feedback**

1. New: Gender Neutral Bathrooms – Policy No.: GA2010 – (PDF attachment)
  - i. Included SUNY Resolution – (PDF attachment)
2. Revised: Surplus Policy – Policy No.: FI6007 – (PDF attachment)

**ii. Final Exams**

1. Concerns came up in regards to the procedure: Final Exam Guidelines Ref. No. 3.16
2. College is recommending to sunset procedure as there is no longer a final exam week
3. Do we have additional concerns from constituents and how to proceed?

**iii. Electronic Information Technology Advisory Council Presentation – Ciara Cable and Fermin Romero**

1. The purpose of the EIT Procurement Committee is to establish a way to make sure all technology purchases are reviewed for accessibility, and to perform the accessibility review of the technology. No bylaws yet exist for this committee. (per mandate from SUNY)
2. SUNY EIT Policy:<https://www.suny.edu/accessibility/eit/>

**iv. Recording Classes – Timmy Bremer and Mary Donnelly (AG Workgroup)**

1. Recording Classes - what is the procedure/policy/best practice – (PDF Attachment)
  - i. See in PDF attachment an article referring to a proposed bill in Florida related to this topic

**XI. Adjournment - \_\_\_\_:\_\_\_\_PM**

1<sup>st</sup> motion: \_\_\_\_\_ 2<sup>nd</sup> motion: \_\_\_\_\_ In favor: \_\_\_\_\_



**NEXT CAI Meeting: Wednesday, April 7, 2021 at 3:00 PM to 4:30 PM ZOOM**

**Link: <https://zoom.us/j/99921871824> (also sent via Google Calendar invite)**

**Council for Academic Issues 2020-2021 Action & Results:**

<b>Meeting Date:</b>	<b>Issues / Concerns:</b>	<b>Referred To:</b>	<b>Agenda Section:</b>
2/10/21	Academic Grievance Procedure Workgroup members established sent Google Folder and information to get started	AGP W-G	2/10/21 X.a.vi.2.
12/18/20	Unanimous vote to re-elect Andrea Roma as Chair [-Elect] for CAI in 2021-2022	N/A	12/16/20 X.a.iv.1.
12/16/20	Motion and unanimous vote to endorse memo from COI RE: Campus Wide Communications for New Hires and Position Changes	COI send to Exec. Council	12/16/20 X.b.ii.1.
12/16/20	Motion and unanimous vote to remove “Awarding credit and grades for sport team participation” from agenda. Dr. Haynes and Dr. Ross-Scott will work on this. Will update CAI on procedure or policy.	VPAA	12/16/20 X.a.viii.1.
12/2/20	Motion made to be remove “Social justice and anti-racism initiative” section from agenda until need for CAI involvement for SLO from PTODI – Unanimous approval	N/A	12/2/20 X.a.iv.
11/20/20	Memo emailed to Kim McLain, Interim Dean of IE & Carine Surdey, Sr Instruc. Designer - RE: CAI unanimous endorsement of the RE: <i>EIT Accessibility and the use of DeQue University Software</i> Document - resolved	N/A	11/18/20 X.a.xi.2.
11/20/20	Memo emailed to Paul Bond, Asst. Librarian - CAI unanimous endorsement RE: <i>Open Access Policy Draft</i> Document - resolved	N/A	11/18/20 X.a.x.2.
11/20/20	Memo emailed to Shelli Cordisco, Dean of Students for CAI recommendation RE: <i>Online Etiquette: Include Language in Student Code of Conduct</i> - resolved	Dean of Students	11/18/20 X.a.viii.1.
11/18/20	Motion made and unanimous vote to add to the 12/2/20 agenda the Mid States WG2 concern about awarding PED credit for sport team participation	CAI	12/2/20 TBD
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)</i> ” - <i>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.

# SHARED Governance

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.
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 Survey DIG 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. 2/9/2021**

<b>Council for Academic Issues Membership/Attendance (13 = quorum)</b>			<b>2020-2021</b>
Student Assembly; <i>Interim-President:</i>	Tatianna Young	(Votes)	
<b>Student Assembly</b>	<b>(Vacant)</b>	<b>(Votes)</b>	
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:	Robert Becker	(Votes)	
Dept. Chair (Liberal Arts):	Tim Skinner	(Votes)	
Dept. Chair (Business & Professional Services):	Gian Roma	(Votes)	
<b>Dept. Chair (Health Sciences):</b>	<b>(Vacant)</b>	<b>(Votes)</b>	
Dept. Chair (STEM)	Timmy Bremer	(Votes)	
FT Non-Inst Faculty; <i>CAI Chair:</i>	Andrea Roma	(Non-voting)	
<b>FT Non-Inst Faculty:</b>	<b>(Vacant)</b>	<b>(Votes)</b>	
Staff Associate:	Lauren Bunnell	(Votes)	
<b>Classified Service:</b>	<b>(Vacant)</b>	<b>(Votes)</b>	
At Large:	Gina Chase	(Votes)	
Division Dean:	Michele Snyder	(Votes)	
Division Dean:	Michael Kinney	(Votes)	
President's Taskforce on Diversity & Inclusion (PTODI)	Sandy Wright (for S. Corley)	(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)	
FCCC Delegate:	Mary Donnelly	(Non-voting)	
<b>Parliamentarian:</b>	<b>(Vacant)</b>	<b>(Non-voting)</b>	
Guest:	Guest:		
Guest:	Guest:		
Guest:	Guest:		