

## **FACULTY CAUCUS MINUTES**

**Tuesday, August 30, 2016**

**2:00PM PH 300**

**Present:** J. Baumann, J. Birt, L. Charbonneau, S. Crocker, S. Dar, A. Doughtie, A. Haines-Stephan, D. Kelly, S. McCall, C. Miller, A. Radlowski, N. Rosero, R. Santos, B. Scantlebury, G. Searles

### **CALL TO ORDER**

The Caucus was called to order at 2:05 p.m.

### **APPROVAL OF MINUTES OF THE PREVIOUS MEETING**

The minutes from the Tuesday, April 26<sup>th</sup> meeting were reviewed and were approved with minor changes.

### **CHAIR REMARKS**

C. Miller announced that A. Radlowski has volunteered to take Caucus minutes for the year. C. Miller will send minutes to Senate to get posted once they've been approved.

C. Miller also commented that she wrote the year-end report for last year, which is posted on the Senate website. She presented at the Cabinet retreat in June.

### **TERM-LIMIT FOR CHAIR**

It was suggested a 1-year term limit for the Chair of Faculty Caucus. The members present were in agreement. It was also suggested that, in the future, we nominate and vote for the new Chair at the last meeting of the year.

Since that time has passed, C. Miller was nominated to continue serving as Chair of Faculty Caucus. The Caucus voted unanimously in agreement.

### **AGENDA ADVISORY GROUP**

C. Miller commented that it would be useful to have additional input from other members of Caucus when creating the agenda for Caucus meetings. She indicated that creating the agenda is not a burden, but rather, she wants the process to be more democratic than it currently is. After some discussion, it was agreed that an informal group of volunteers would assist C. Miller in developing the agenda via email. D. Kelly and J. Baumann both volunteered, and others who are interested should get in touch with C. Miller.

### **CAUCUS GUEST ATTENDANCE**

The conversation continued from last year about guest attendance at Caucus. The concern is that too many guests turn Caucus into a place where people talk at the group, and the faculty don't have time to have discussions. C. Miller offered up a few suggestions about what to do if somebody from outside the faculty wants to talk to the Caucus, including the following:

**Option A** They should send a brief, informal write-up about what they want to talk about. The write-up would be brought to a meeting, where the faculty could discuss their visit.

**Option B** They inform the (new) advisory group, and then the advisory group talks about it at a meeting.

C. Miller commented that it is not always clear what she should do, and is concerned that too many hurdles may cause too much of a delay in delivering information to Caucus. After some discussion, the Caucus agreed to Option A. It was also suggested that a time-limit of 15 minutes be set for presentations. S. Dar and G. Searles volunteered to create a Google form for people to fill out.

During the discussion about guests, it was brought up that Morris Pearson would like to attend the next Caucus meeting to discuss what happens to students academically when they're dismissed from the College, but are later reinstated. It seemed that the agreement of those present was that if he would like to discuss policy changes, then that would not be appropriate for this forum. If, however, he wants feedback from faculty, then that would be a good thing to talk about at the next meeting.

### **REPLACEMENT FOR FCCC REPRESENTATIVE**

Although he is teaching two classes as an adjunct, R. Labuz has retired and we are left without a representative for the FCCC. Although R. Shulman is the FCCC alternate, she is unable to move into the FCCC Representative position. Although the position is an elected one, the Senate needs a replacement until the May elections. Interested parties should contact A. Haines-Stephan.

### **FCCC REGIONAL COUNCIL REPORT**

*Member Colleges of our Regional Council are MVCC, HCCC, & FMCC*

J. Baumann reported that the Regional Council met twice over the summer. The first meeting was on May 23<sup>rd</sup>, and many faculty were in attendance. The Lieutenant Governor (LG) commented that when industries come into New York State, they want the government to tell them of campuses that would be able to prepare students for their fields. Therefore, the LG was interested in programs at each College that were already doing that, as well as potential collaborations that could fill that need. In particular, the LG charged the Council to look for programs that their schools could offer that would link the colleges together.

J. Baumann was the only faculty member at the second meeting, which was held in late July. In response to the charge from the LG, members of the Council are examining already existing programs and looking to see how to cross-enroll students and make those programs into collaborations among the campuses. Thanks to the seamless transfer initiative, SUNY colleges should accept other SUNY college's credits, so it seems a bit useless to put electives into a program just to force students to attend other campuses. Moreover, due to the 64 credit limit, is there room to add electives to programs anyway? J. Baumann commented that it seems like they're aiming to force current programs to fit the LG's charge, while ignoring the spirit of the charge, which is to respond to industries that want to come to the Mohawk Valley. One example is that FMCC has a Cleanroom, so is there a way our three campuses could create a program to utilize that and benefit area industries?

The general sense at the Council is that there really isn't a lot of use in creating these cross-campus programs. While the LG instructed us to look into developing these programs, and so the Council will respond to that request, the sense is that such programs would be fulfilling a "need" that doesn't exist. Who is going to go to three campuses for a program when they could go to one?

A member brought up the concern that the Governor's office feels that there are too many Community Colleges offering too many programs, and that the goal of the Councils is to eliminate Community Colleges. J. Baumann acknowledged that fear, but stated that it hasn't come up yet at Council meetings.

A member commented that different regions suit different industrial needs, and while there may be some overlap of some programs among colleges, there isn't much overlap, speaking to the need for Community Colleges. Additionally, if you really do want something new, the difficulty is not regional, but rather in trying to get the proposal through the process in Albany, which is very slow.

The next meeting should be at MVCC, although the date has yet to be set. Additionally, the Chancellor has retired, and so we are waiting to hear who the new Chancellor will be.

### **TALKS WITH THE PRESIDENT**

President R. VanWagoner approached C. Miller, stating that he would like to have some kind of Open Forum conversations with faculty to discuss emerging trends and get feedback. His interest is for such conversations to be accessible, and he was interested in the time and venue that may work the best.

Some suggestions and questions included the following:

- **Question:** Isn't that the purpose of his blog?

**Response:** While, true, he wants more in-the-moment talks and feedback.

- **Suggestion:** Don't schedule them for Tues/Thurs, and don't schedule them at prime teaching times. Scheduling them on alternate days or times of the week would be good, too. For example, Wednesday at 11 and Friday at 4. This way, those with an 11:00 class on MWF could still make it to one of the forums.

- **Suggestion:** Could we respond by asking about an all campus hour? It keeps coming up in discussions, and yet it continues to go nowhere. It is difficult to have meetings when there isn't a common time for everybody to meet.

**Response:** Is the problem about space for the meetings?

**Response:** There used to be one on Tues/Thurs afternoons. However, many meetings were scheduled during that time, which meant if you were on multiple committees, you had to choose which meeting to attend.

**Response:** SUNY POLY does it, for 2 hours on Tues/Thurs, and they do not hold classes on Friday. However, how large is their student population compared to ours?

- **Comment:** There weren't enough conversations about the redesign. There were a couple, but it was more along the lines of "Here's what we're going to do" and less of a conversation. It's important to have numerous meetings at variable times to reach as many people as possible. You need to go where the teachers are, and you can't do just one or two meetings.

There is a general concern that time for meetings is limited, and this year will become worse due to the work that needs to get done for Middle States.

### **MICRO-CREDENTIAL TEAM**

We resumed the conversation from the last meeting regarding micro-credentials, and discussed potential representation for a team. In particular, CCED, faculty, financial aid, industries, the registrar, and students should have representation. Some who have already expressed an interest in this project include J. Roberts and T. Thomas (faculty), C. Pulquero (CSTEP), A. Kalashnik (Student Congress),

and G. Warchol (CCED). Representation from financial aid and the registrar is still needed. The group would propose ideas, similar to a workgroup, and would not be establishing policy.

## **WAITLIST DISCUSSION**

A few faculty members have expressed a concern about how the waitlist works. The problem is that faculty cannot easily see who is on the waitlist, and that it disappears after classes have started. This means that students who were far down the waitlist (or who were never on it to begin with) can talk to the teacher and be added to the class before students who were earlier in line to be added. Students on the waitlist may also be less likely to discuss being added to the class with their teacher if they assume that they are still on it when classes begin. The question was raised: What's the point of having the waitlist if it doesn't preserve spots in the class?

A member posited that the waitlist is not so much a way to reserve spots for students, as it is a way to ensure that all the classes are evenly filled at first. Others questioned whether the waitlist could stay open for the first week of classes during the Add/Drop. Some other issues that were discussed include:

- students who put themselves on the waitlist for every section of the course that they need to take
- knowing how many students were on a waitlist for a particular section would help us to advise students more effectively
- the current system benefits the high-risk students, because they can sign in right away, and those who were on the waitlist since the previous semester don't get into the course
- are waitlists used to determine whether to open up a new section of a course?

It was suggested to speak to J. Sunderhaft or R. Spetka and APSC to see if the waitlist could be opened during add/drop.

## **OPEN FORUM**

### **LATE ENROLLMENT IN ONLINE COURSES**

A member brought up a concern about students adding and dropping online courses after the semester has begun. This becomes problematic when you have time-sensitive orientation materials in the first week of classes and late students have already missed due-dates. Due to the nature of teaching online, we need to get going quickly, and the missed assignments put students at a disadvantage.

There used to be a restriction on late enrollment in online courses, but there isn't one any more. A member cautioned that Middlestates views online and on-campus courses as comparable, so if we restricted late online enrollment, that would impact on-campus enrollment as well. However, the situations are comparable since students who have missed the first 2-3 classes of an on-campus course are also at a disadvantage and have missed assignments.

### **ADVISOR NUMBERS (AVN) AND OTHER ADVISING CONCERNS**

It has also been brought up in APSC that students could have an "AVN number" that would require them to meet with their advisors before enrolling so they don't waste their time and financial aid on semesters they don't need. A concern, however, is that the people who have 60 advisees will spend at least 30 hours in a 2-3 week time-span discussing schedules. Some advising sessions take only 10 minutes while others can take 45 minutes. At some point in time, before we got DegreeWorks, students could register on their own, but needed their advisor's permission for a course outside of their program. Is there a switch in DegreeWorks that a faculty advisor could "flip" after reviewing a student's list of classes that would allow the student to register? A good person to contact about this issue is J. DeWeerth.

Another concern about advising is that students who place into developmental reading or writing sign up for HI101 and HI102 in the same semester. There should be some kind of filter that prevents students from doing that. Putting a pre-requisite on these courses would mean students who place into developmental classes may not be able to fill out their schedules. Signing up for one course would be okay, but both is an issue. It was commented that developmental reading is a recommended, not required, course and shouldn't be a required prerequisite.

When advising students who place into developmental courses, it could help to put them with a good program advisor who can work with the student to create a plan. For example, they might earn a certificate in a related field while they work on their developmental courses, and then get their degree in 3 years.

#### **LEADERSHIP ACADEMY**

It was commented that there is a recurring scheduling conflict between Leadership Academy and Faculty Caucus. C. Miller will discuss with D. Katz.

#### **CAUCUS TIME CHANGE**

This semester C. Miller has a class right before Caucus, so she suggested moving the meeting time from 2:00 to 2:50. The Caucus approved.

#### **DEARTH OF SUPPLIES IN THE ACADEMIC BUILDING**

Since all the associate deans are now located in Payne Hall, are there any places to find supplies (such as whiteboard markers) in AB? The Adjunct Office was suggested, as well as potentially making Ed Tech a central point, or else the as-yet-to-be-created Faculty Lounge. However, who would be charged with stocking the Faculty Lounge?

#### **SMOKING BAN**

If you see a student smoking on campus, you can talk to them about it. Perhaps Student Affairs should send an email reminder? The more people who say it, the better. Hostile reactions may be avoided if you affirm you are looking out for the student, and don't want them to get in trouble with Security.

#### **PRINTERS & COPIERS**

Once again the photocopiers were not working the first week of classes. The copier that was in AB160 (the new office for the nursing program) is now no longer there. Perhaps it will be moving to the Faculty Lounge? Additionally, if you're in AB, where do you print?

#### **ADJOURNMENT**

The Faculty Caucus adjourned at 3:52 p.m.

#### **NEXT MEETING**

The next meeting of the Senate Faculty Caucus will be Tuesday, September 20<sup>th</sup> at 2:15 in PH 300.

Respectfully submitted,  
Anna Radlowski