

FACULTY CAUCUS MINUTES

Tuesday, December 12, 2017

2:30PM

PH 300

Present: J. Baumann, A. Radlowski, A. Haines, C. Miller, S. Crocker, A. Fried, D. Ayers–Darling, S. McCall, S. Dar, N. Rosero, A. Doughtie, R. Santos, R. Mink

Guests: N. Tutino, T. Squires, T. Winchester, R. Libby, M. Eannace

CALL TO ORDER

The Caucus was called to order at 2:33 p.m.

APPROVAL OF MINUTES OF THE PREVIOUS MEETING

The minutes from the November 14th meeting were approved with 1 abstention.

CHAIR REMARKS

CHAIR ACTIVITIES UPDATE

- A. Haines and C. Miller are meeting monthly with T. Squires to keep updated.
- A team of faculty will visit department meetings in the spring to discuss Guided Pathways. The Data Summit will also touch on Guided Pathways.
- The concern regarding recording video in the classroom was brought to APSC.
- M. Eannace is here today to address the motions made at the October meeting.

BOOKSTORE CONVERSATION :: TOM SQUIRES, NICK TUTINO

Some of the reasons for the issues with book orders this semester include the following:

- Adjusting to Follett's algorithm resulted in some under-orders. An algorithm is used because not all students purchase their books through the Bookstore, and different publishers may or may not accept returns. N. Tutino would override the algorithm to order the appropriate number of books. Other times, books were back-ordered.
- A lack of signage in the supply room and uneven employee knowledge may have caused some who work in the Bookstore to claim an item was out of stock when it wasn't.
- Submitting book adoptions on time is important. One problem is that book adoptions are due before schedules are set. While some courses use the same book each semester, others do not. A suggestion was made to capture the information of which courses regularly use the same materials to help in situations when no faculty are assigned to a course by the adoption due-date, and to help with book adoptions for courses taught by adjuncts.

In response to a question, it was stated that an order form should be submitted for supplies, such as lab goggles. Inventories for books and supplies can be checked online at mvccshop.com.

During the Q&A, it was also revealed that the process of submitting book orders is different from one department to the next. In some cases, the department office assistant acts as a liaison between the faculty and the Bookstore. This additional step sometimes creates errors. It was suggested that faculty can be responsible for book orders for their classes, and the associate dean can ensure that somebody from the department will be responsible for courses taught by adjuncts. In other cases, such as math, a coordinator submits all the book orders for all sections of a course being taught when the text is the same across all sections.

In the future, a software from Follett will be used to help faculty review available texts and materials and submit orders. A demonstration and luncheon is being planned for March 8th, to which all faculty will be invited.

M. Eannace will also address this issue at the next meeting with the associate deans.

COURSE START TIMES, SNOW DAY, FINAL EXAM SCHEDULE :: MARYROSE EANNACE,

RACHEL LIBBY

The Calendar Committee is working to incorporate a snow day back into the schedule, possibly as soon as this Spring. The day can be used as a study day if not used as a teaching day.

Creating a set final exam schedule is more of a challenge due to differences in length requirements (some request a 2-hour final, while others request a 3-hour final, and some do not want an exam period). The point is well-taken that students have work obligations and other arrangements, however, and any conflict resolution suggestions would be appreciated. A suggestion of weekend finals was offered, but it was commented that there were difficulties when those were held in the past.

It was mentioned that a lot of institutions give a full week for finals, while this semester there are only two days for final exams at MV. This has resulted in several conflicts when students have two exams at the same time and, in some cases, finals needing to be given twice as a result. Students who are dismissed due to low GPA need to be informed a certain number of days before the next semester begins so they have time to file an appeal if appropriate. This, along with processing time in the registrar and financial aid, is why grades are due when they are due.

The College is planning on giving students a complete 2-year schedule when they arrive. As a result, the College is also striving to create a complete full-year calendar, including course schedules and the final exam schedule. The Calendar Committee will be working out all the bugs and the Student Success Council is laying out a timeline of when this will be implemented.

Other issues addressed in the discussion included finals that take place in locations other than the room where the class is held (R. Libby attempts to keep it as consistent as possible) and times when classrooms were booked with only 5 minutes between them (R. Libby has fixed this conflict for the Spring).

FACULTY PROMOTION PROCESS

A. Haines, C. Miller, E. Cormican, and J. Woodrow met just before Thanksgiving to discuss the faculty promotion process. They are looking for thoughts about what might make the process better, helpful, and more efficient. Some concerns expressed included the following:

- Faculty would like to submit their packet in alternate formats, such as video.
- Feedback after submitting a proposal would also be appreciated.
- Older faculty could mentor the younger faculty through the process. Additionally, receiving consistent and better feedback and guidance from associate deans on a yearly basis, especially for new faculty, would be beneficial. What are the things one should be doing to fulfill each of the different requirements? For example, what is the expected committee load, and what counts towards promotion? Faculty are given different information in different departments. For example, some faculty have been told that serving on search committees counts as collegiality, while others have been told it does not.
- Clear and consistent guidance regarding the binder of materials is needed. While those on the Promotions Committee prefer shorter documents so they can be reviewed more efficiently, faculty have a tendency to over-include materials because it is unclear what is considered sufficient evidence. There are discrepancies between what is stated in the paper directions and what is explained during the Institute sessions about promotion. The language in the paper directions is also inconsistent throughout. A rubric could be compiled to assist in the process.
- There are differences between how promotions are considered in the corporate world and in academia. What are the benefits and draw-backs of these two approaches? For example, some would like to be evaluated by a committee of their peers instead of a single administrator. Consider the faculty member who is based in Rome but whose administrator is in Utica – how would their evaluation compare to one who is based in Utica?

FCCC Resolution to Accommodate Military Absences

The Senate suggested that Faculty Caucus review this resolution prior to voting on it. The consensus of the Caucus was that the resolution is not asking the College to do anything differently than what we're already doing. SUNY doesn't have a policy about absences due to military service. FCCC believes it should, and so the resolution asks that we endorse the statement that SUNY should have such a policy. It was concluded that senators should get feedback from their constituencies and discuss at Senate.

OPEN FORUM

Some concerns about classrooms were discussed, including leaving the doors open in the morning so students don't have to line the halls (although items, such as projectors and RAM from the computers, have been stolen in the past), and improving soundproofing in rooms when AB is renovated.

ADJOURNMENT

The Faculty Caucus adjourned at 4:14 p.m.

Respectfully submitted,

Anna Radlowski