

## FACULTY CAUCUS MINUTES

**Tuesday, September 15, 2020**  
**2:30PM**                      **Zoom**

**Present:** P. Antanavige, M. Barlett, E. Bush, L. Charbonneau, N. Chrisman, S. Dar, A. Doughtie, M. Faitell, A. Fried, A. Haines, A. Hazen, R. Huyck, J. Ireland, M. Kelly, M. Kuczynski, M. Lapaglia, T. Marshall, D. McDermott, G. Melendez, C. Miller, A. Radlowski, B. Rathbun, R. Santos, D. Stevens, R. Wittenberg.

### **CALL TO ORDER**

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

### **APPROVAL OF MINUTES FROM April 21<sup>st</sup> MEETING**

The minutes from the April 21, 2020 meeting were approved.  
Approved- 19, Opposed- 0, Abstained- 3.

### **CHAIR REPORT**

#### **-Online study resources**

College Barnes and Nobles bookstore website- bartleby learn was taken off the main website, but there are still remnants of it in other areas of the website. Instructors should review their courses to see that it was removed. Email was going out to students for selling of their class notes. Claimed it was from an instructor, but was not. Course hero has class documents, exams, etc. and other user submitted content. In Blackboard, Safe Assign did not catch some plagiarized information from Course hero.

#### **-COVID updates link**

Centralized place to go for all this information. Top of homepage of the college website. Has updated information. Could link to this information in Blackboard to help students.

#### **-Student use of technology**

VP Kahler wants to know immediate issues to fix for students. For instance, Blackboard orientations were not mandatory, but optional. Jetpacks, Office 365, etc. would be nice to have more clearly available and present on the Blackboard site.

#### **-Starfish surveys**

Confusion over automatic flag for students who hadn't logged into Blackboard for seven days, which has been suspended. The reason was it was an all or nothing, which meant that a student could log into the lecture section, but not the lab portion of a course and would be flagged. Also, there are courses that haven't started yet and those were also being looked at. Starfish looks at all courses and doesn't give the option to choose. Week 1's survey came from VP Lynch through VP Kahler to know if students were engaging or not in classes. Unintentional to have back to back weeks with surveys. Upcoming surveys: Week 4- 9/21-24, Week 8 10/22-10/27, Week 11- 11/2-11/5, various flags, kudos in each one except week 8, which is only kudos. Also, it was brought up that Starfish surveys do not work on Safari. There was also an issue with students not seeing the comments that were submitted.

### **-Student email etiquette**

VP Kahler wanted to know if netiquette guidelines to address inappropriate student emails would be helpful to faculty. Rockland Community College netiquette document was shared as a template for MV's policy. A suggestion of getting a small group together to see what the college's policy should be and where it would be housed (website, syllabus, etc.). The document could also be edited for each instructor and course, but serve as common ground.

### **-Other concerns**

Issue was brought up that students missing prerequisites showed up in some classes. Also, what would be the best ways to communicate best practices? A suggestion was to create a website or Blackboard page (possibly Online Faculty Support Community) where information can be housed until we get a Universal Teaching Center.

### **CONVERSATIONS ABOUT DIVERSITY**

Ground rules for conversations about race.

1. Listen actively- this includes refraining from use of zoom chat feature
2. Speak from your own experience instead of generalizing (“I” instead of “they,” “we,” and “you”)
3. Participate fully
4. Ask questions in a respectful manner that focuses on ideas
5. Be conscious of body language and nonverbal responses

The following reflection questions were shared and discussed:

A personal reflection questions from Smithsonian National Museum of African American History and Culture.

- When was I first aware of cultural diversity?
- What do I remember from childhood about how I made sense of human differences?
- What confused me about the human differences I saw?
- What childhood experiences did I have with friends and adults who were different from me in some way?
- How, if ever, did any adult give me help thinking about racial differences?

Some shared values that were brought up were to ensure equal opportunity, fostering and inspiring student and colleagues, and supporting diversity and inclusivity.

Faculty expressed an interest accessing equity resources. The best location for such resources was discussed and will be explored further.

**ADJOURNMENT**

The Faculty Caucus adjourned at 3:59 p.m.

**NEXT MEETING**

2:30pm on Tuesday, October 20, 2020 via Zoom.

Respectfully submitted,  
Michael Faitell