

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

COLLEGE SENATE MEETING MINUTES
Tuesday, September 6, 2016, IT 225

College Senate web page: <http://www.mvcc.edu/senate/senate-home>

Present: J. Baumann, K. Capone, L. Charbonneau, S. Dar, J. Dewan, A. Doughtie, S. Frisbee, A. Haines-Stephan, M. Henningsen, R. Huyck, D. Hydelund, R. Jubenville, P. Katchmar, D. Kelly, S. Kenyon, P. Lotto, R. Manley, D. McDermott, S. McGovern, M. McHarris, C. Miller, B. Molinaro, S. Myalik, T. Palumbo, A. Radlowski, M. Radlowski, J. Rahn, J. Roberts, R. Santos, B. Scantlebury, G. Searles, N. Snyder, R. Spetka, M. Sykes, R. VanWagoner, G. Warchol, J. Wilcox

Student Senators: A. Kalashnik

Absent/Excused: *None*

CALL TO ORDER

The meeting was called to order at 2:30 p.m.

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

M. McHarris moved, and J. Wilcox seconded, to approve the minutes of the May 16, 2016 meeting. The motion carried with none opposed.

CHAIRPERSON'S REPORT

A. Haines began his report by summarizing the May Cabinet & Senate retreat, where the goals and accomplishments for the past year were assessed. Seven goals (attached) were created, and those with questions concerning the goals should contact A. Haines. Additionally, A. Haines will be attending a governance meeting later this month, and will report back at the meeting in October.

We are currently in need of a Senate Secretary. If anybody is interested, or knows somebody who is interested, please contact A. Haines-Stephan. The Secretary does not have to be a member of the Senate, although Senators are also welcome to serve in this position. A. Radlowski will be serving as the temporary Secretary until a permanent Secretary is found.

K. Evans-Dame introduced Kanika Shah, who is interning in Human Resources through the Sauquoit Rotary New Generation Student Exchange. Ms. Shah is from Town City, Surat, India, and will be with us until about the end of the month. The Senate extended a warm welcome to Ms. Shah.

STUDENT CONGRESS REPORT

A. Kalashnik did not have anything to report yet, but commented that she is looking forward to working with the Senate to fill up all the student seats on the Senate committees.

PRESIDENT'S REPORT

President R. VanWagoner reported that he will attend a Presidents meeting in the next few days, which will focus on a shift away from SUNY Excels to a new strategic enrollment plan. Shared governance leaders and the Faculty Council will learn more about that plan throughout this year.

Last year was the first time that the annual plan was submitted with a budget. R. VanWagoner distributed a handout regarding the Strategic Plan. Under each initiative are five strategic goals with annual initiatives. Some items R. VanWagoner highlighted included the following:

- The M2C3 equity survey will be sent to students and employees this fall, and will be the basis for the Data Summit in January for the Core and Data teams.
- This semester the Starfish pilot is going forward as part of PGP, which can be seen in the goal to increase completion.
- We are looking for two partners to bring Bachelor's and Master's degrees to the Utica campus. (filed under Goal 2b.1)
- As mentioned at the Fall Open, the Writing Team will need to submit their plans at the October Board meeting, given the SUNY deadline of November 1st, and will comprise a large part of the Core Workshops in February and March. This part of the Plan also includes the budget line for a Chief Diversity Officer, required through SUNY board policy, which we will share with Herkimer College at about a 60-40% split. We are looking to fill the position after the first of the year, next spring. (filed under Goal 3a.1)
- There has been great success with the business evening cohort program. They have exceeded their enrollment goals, and we are looking to do something similar with high-demand majors. (filed under Goal 3b.1)
- There is some space in ACC that will become the new Transitions Lab for students through the SUNY Investment Fund Grant. (filed under Goal 4a.1)

The budget for these strategic initiatives is about \$986,000, with 88% coming from grants. New innovations and developments come from competitive funding streams or grant allocations.

A question was raised concerning the Chief Diversity Officer. While the position is being imposed by SUNY, the individual colleges must fund the position. There are two other models of colleges sharing a position, and some colleges are challenging the directive. Other colleges, such as Hudson Valley, have been advertising the position nationally.

VICE PRESIDENT'S REPORT

Vice President M. Eannace welcomed the Senate back, and expressed her gratitude for the wonderful presence and energy at the Student Convocation. M. Eannace went on to report on the following items:

- **The Redesign** is mostly in place, and M. Eannace welcomed two new associate deans to the College community: Lisa Cooley, Associate Dean for Nursing and Allied Health, and Dr. Mark Montgomery, Associate Dean of Psychology and Human Services. All told, there were about sixty-eight office moves in the redesign.
- **The Learning Commons** was supposed to have finished on August 15th, but it is not yet complete. The hope is for Learning Center faculty and completion coaches to move in this Friday or Monday. There are no chairs in the Commons, but temporary seating will be found. The librarians have generously shared their space for Arena Advising and tutoring until the Commons is finished.
- **The Carpentry & Masonry** program moved from Elizabeth Street and Rome to its new location on Broad & Catherine Streets. These new, large spaces, will provide an opportunity to grow the building and trades programs, including sustainable building.

- **Enrollment** is down 6.35% from last fall, although this figure doesn't include dual credit numbers, which are up, slightly. Excluding dual credit and the Police/Fire Academy, the full-time faculty to part time faculty ratio from AY2015-16 was 66% to 34%. The preliminary numbers for this year indicate 63% of courses taught by full-time faculty.
- There are several **new initiatives** underway at the moment. A. Haines and A. Radlowski have gone through rigorous training and are teaching Quantway this semester. Additionally, the first three toolkit courses are being taught this semester, and five new teams are in the process of designing toolkits. The toolkit courses are the eighteen gateway courses identified by ATD. J. Bell, E. Hantsch, and S. Beck who were serving on these projects have left the College, and any faculty who are interested in serving on the ATD Core team should let M. Eannace know. Furthermore, a micro-sabbatical program is in development, and we will hear more as the details become known.
- This is our heavy lift year for **Middle States**. C. Miller and K. Linaker are co-chairing the team, and N. Rosero is working on the government compliance component. A full College effort is needed to bring the Middle States assessment to completion successfully.

There were some concerns expressed that there is a lack of availability of open lab space, and while there are some new computers in the library, some computer-related and printing issues have come up. This has taken the librarians away from their mission of instructional learning and they are uncomfortable in this new role of tech-advisor. M. Eannace commented that there will be an open lab component of the Learning Commons, and J. Lynch is looking to house somebody from Educational Technologies in the library. With more and more OER material being assigned in classes, students are likely going to the printers to print the full texts. We are in discussions with the Print Shop to see if we can have some hard copies available.

FACULTY COUNCIL OF COMMUNITY COLLEGES REPORT

A. Haines announced that R. Labuz, who has been our representative to FCCC for a very long time, has retired from the College. However, J. Roberts is willing to serve as the new FCCC representative, and we look forward to hearing from him in the future.

FACULTY CAUCUS REPORT

C. Miller commented that the faculty caucus is already very busy, and discussed the following items at its last meeting:

- No term length had been set for the chair, and so the Caucus decided that the chair would serve for one year. In the future, the Caucus will hold a vote at the last meeting in the spring to determine the new chair, similar to Senate. At the first meeting this year, the Caucus voted for C. Miller to remain chair.
- C. Miller shared an interest in an unofficial advisory group, to have more input when creating an agenda. J. Baumann and D. Kelly offered to serve on this informal group, and C. Miller expressed her appreciation for the work they've done so far.
- In an effort to more evenly allot meeting time to presentations and the discussion of faculty concerns, the Caucus discussed creating a form for those who wish to present to Caucus. S. Dar and G. Searles offered to create that form and make it virtual for easier access.
- The need to find a new FCCC representative was discussed.
- As the MVCC faculty representative on the Regional Council, J. Baumann reported that there had been a few meetings over the summer. At the first meeting, the Lieutenant Governor charged the Council with finding ways to share resources and programs to be able to respond to industries when they come

to the area. At the second meeting, the member colleges looked at existing programs at their respective campuses to try and find a way to retrofit the programs into the type of model indicated by the Lieutenant Governor, although the comment “a solution looking for a problem” was frequently made. However, one way the schools might collaborate is through the new Advanced Institute for Manufacturing (AIM) Program (funded by a grant), which will serve six counties, including Oneida, Herkimer, Fulton, and Montgomery. We have already discussed MOUs with Herkimer and Fulton-Montgomery to see how we might collaborate, and it should spark a good conversation at the next Council meeting.

- President R. Vanwagoner expressed an interest in having some forums on campus this year to provide opportunities for conversations about the College. He is interested in feedback regarding the best venue and times for such forums.
- In response to the charge from the Senate, the Caucus discussed what the Micro-credential Team might look like, and C. Miller will send an email reaching out to various members of the College community who might serve on that group, including representatives from CCED, Financial Aid, students, faculty, and so on.
- There was also a discussion about how the waitlist works and some issues/concerns faculty had with the waitlist when it came to advising. The Caucus brainstormed some potential solutions.
- In the Open Forum, several housekeeping issues, such as where one could find classroom supplies in AB now that the Department offices are in Payne Hall, were discussed. Another issue discussed was the copier that had previously been located in AB160.

T. Squires commented that, when completed, the copier will be moved to the new Faculty Lounge area, and he will work with faculty during the design process.

OLD BUSINESS

BRIEF REPORT FROM THE NOMINATING COMMITTEE

In May, the Academic Redesign affected the distribution of membership on Senate and across a number of committees. A Nominating Committee of six individuals was formed and tasked with reviewing committee membership and making recommended changes for the Redesign. The decision was confirmed at the May retreat that we would keep the current membership for the nonce, with new committee memberships taking effect with the elections in the Spring.

D. Kelly remarked that between the end of the spring semester and now, he has consulted with J. Rahn and A. Haines to divide the committees up into three groups. (1) Promotion and/or continuing appointment committees should see few changes since the faculty on those groups are selected at large. However, the Promotions Review Committee for Administration needs to update changes in job titles. These committees will be examined first, so they can review applications for promotion in October. (2) The Excellence committees should also be relatively easy to revise since the membership is mostly appointed or previous recipients of the awards. (3) The standing committees will need substantial change on a one-on-one basis. We are looking more closely at the charters and representation over the next few months.

Regarding the Senate, currently one faculty member is elected and one is appointed from each Center, so this will have to change. This change will not take effect until the Spring Semester, as we identify candidates.

If you have any questions, please let the Nominating Committee know. Its members include A. Haines, J. Rahn, D. Kelly, M. Henningsen, G. Warchol, and A. Radlowski.

CIVILITY COMMITTEE

Some years ago, a forum took place on campus after an incident involving an altercation between students. The student community pulled together and their beliefs, expectations, and standards of the College were discussed. The Student Congress signed a pledge to civility and a design team recommended the College establish the Civility Committee. However, once those students graduated, the initiative faded, and we have had difficulty maintaining membership on the committee for the last two years. When previously discussed at the Senate, it was mentioned that a commitment to working on civility was part of our PRR, and around the same time, the Values Committee had formed, separately, with a broader mission. Should the Civility Committee be folded into the Values Committee?

A rich conversation ensued, during which it was mentioned that some sections of ED100 address civility, and that has had a great impact on students being mindful of their behavior. Others expressed a concern that civility is a behavior learned early in childhood, and how can we change that now? What opportunities to engage in discussions about civility exist, outside the classroom? When the initiative began, it was difficult to separate out discussions concerning diversity with those about civility. Would it make sense for the new Diversity Officer to oversee civility on campus? Since the initiative was student-led to begin with, it is necessary to keep students involved. A. Kalashnik commented that Student Congress is looking for ways to reach out to students to find out where the issues are. Perhaps a survey or some kind of lunch with students to talk with them and get a sample of their opinions would be helpful. Another suggestion was to organize speakers or a DGV event on the topic of civility.

COMMENTS/QUESTIONS FROM SENATE MEMBERS

A question was asked about the status of the Rome campus. T. Squires and M. McHarris commented that there had been a few hiccoughs, although the contractor did get the building open for classes. The parking lots are open, and some offices are being shuffled around temporarily. They are anticipating completion around the end of December. For the most part, construction is on schedule. A question was raised specifically about the chemistry labs, which are not yet open. R. VanWagoner later received a confirmation, via text, that the chemistry lab should open September 9th. Other members of the Senate expressed admiration for how quickly construction is moving along and, while there are a few inconveniences, the students are accommodating to the changes. One nice thing is that office keys also open classroom doors. Gratitude to F. Armstrong and her team, who have been bending over backwards to accommodate everybody, was expressed.

S. Frisbee commented that R. Labuz contributed substantially to the College, through his contributions to FCCC and the Board, as well as other areas of the College. While Ron retired without much fanfare, S. Frisbee motioned that Ron's deep and lasting contributions to the College be recognized at the Senate, and D. Kelly seconded the motion. The Senate approved this recognition.

ADJOURNMENT

R. Santos moved, and J. Baumann seconded, to adjourn the meeting. The meeting was adjourned at 3:30 p.m. by common consensus.

NEXT MEETINGS

The next meeting of the College Senate will be **Tuesday, October 4, 2016, at 2:30 p.m. in IT 225.**

The next meeting of the Senate Advisory Committee will be Monday, September 26 2016, at 3 p.m. in PH 304.

Respectfully submitted,
Anna Radlowski

Cabinet/College Senate Annual Review Meeting Agenda June 2, 2016

2015-16 Goals & Accomplishments

1. **Clarify and address issues related to Civility and Wellness Committee.**
*Civility committee transitioning to Values committee and Wellness transitioned from Senate committee to new Wellness Council.
2. **Finalize recommendations to modify the academic freedom policy.**
*Successfully accomplished with revisions approved in updated Board of Trustees policy.
3. **Continue to provide a forum for dialogue and fully engage in the work of the Achieving the Dream initiative.**
*Completed through periodic reports during Senate meetings.
4. **Complete by-laws review and amend charters and memberships, as necessary, for all Senate committees.**
*Completed throughout the year.
5. **Engage in the work of developing strategies to implement the smoke and tobacco-free Board policy.**
*Senators were well represented on smoke-free workgroup.
6. **Engage in the implementation of the Strategic Plan.**
*Could have been more engaged as the Strategic Planning Council conducted their work.
7. **Remain engaged in the budget development process.**
*This year had a different rhythm than last year and when it felt the Senate was engaged in more tangible ways.
8. **Provide input from the Faculty Council of Community Colleges on issues affecting the college.**
*Ron Labuz did an excellent job as FCCC rep tracking multiple issues.
9. **Provide input on SUNY initiatives throughout the year.**
*Senate was actively engaged and successful in addressing several SUNY initiatives.
10. **Continue to remain engaged on efforts to improve the accuracy of the College Catalog.**
*With the changes to the curriculum process, this has greatly clarify timelines and accuracy.
11. **Continue to work to develop and refine processes for proposal, consideration and decision-making on curricular changes.**
*A great deal of progress was made this year by the Academic Policy and Standards Committee and the College-Wide Curriculum Committee.
12. **Continue to provide a forum for considerations of measures to improve the classroom environment.**
*The faculty caucus provided meaningful input on furniture decisions for the Rome Campus capital project. The Senate Facilities Committee will take this up as part of their on-going charge.

AGENDA ITEMS FOR DISCUSSION

Faculty Caucus review

Christine Miller provided a comprehensive review of nearly thirty topics and issues addressed by the Faculty Caucus this past year. Widespread consensus affirmed that the Caucus was a great idea and made a positive difference at the College in its first year.

Smoke-free process implementation

The policy will go into effect on August 15, 2016. Everything seems as ready to implement, recognizing the full impact won't be known until then.

Achieving the Dream update

The M2C3 equity survey will be administered to faculty, staff, and students during the fall 2016 semester and will serve as the central focus of the program for our 3rd Annual Data Summit in January. The Reading and Technology workgroups continue with their work and recommendations.

SUNY Diversity & Inclusiveness Plan

Cabinet will complete prep work over the summer and create a representative workteam from various stakeholder groups to develop the Plan by the November 1, 2016 deadline. The Plan will likely be modified once the Chief Diversity Officer is hired mid-year.

Strategic Plan update (SUNY Excels)

As the SPC continues to develop and evolve the planning budgeting process, SUNY Excels will be integrated to the extent possible and more effort will be made in the coming year to engage the College Senate in the priorities of the College and the implementation of the Strategic Plan.

Set joint goals for 2016-17

Governance goals for the coming year include the following:

Goals 2016-17:

1. Formally transition the charge of the Civility Committee to the Values Committee and add student representation to the Values Committee.
2. Review by-laws, committees, and memberships in light of the academic redesign.
3. Engage in the implementation of the Strategic Plan and the development of the budget.
4. Continue to provide a forum for dialogue and fully engage in the work of the Achieving the Dream initiative.
5. Provide input from the Faculty Council on Community Colleges on issues affecting the college.
6. Provide input on SUNY initiatives throughout the year including, but not limited to, SUNY Excels, seamless transfer, applied learning, microcredentials, diversity and inclusiveness plan, regional councils.
7. Engage with the Middle States self-study process.