

**MOHAWK VALLEY COMMUNITY COLLEGE**  
Utica and Rome, New York

**COLLEGE SENATE MEETING MINUTES**  
Tuesday, April 4, 2017, IT 225

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

**Present:** L. Charbonneau, S. Dar, J. Dewan, A. Doughtie, S. Frisbee, D. Gibbons, A. Haines-Stephan, M. Henningsen, R. Huyck, D. Hyldelund, R. Jubenville, P. Katchmar, D. Kelly, S. Kenyon, D. McDermott, S. McGovern, M. McHarris, C. Miller, B. Molinaro, S. Myalik, A. Radlowski, J. Rahn, J. Roberts, R. Santos, B. Scantlebury, G. Searles, N. Snyder, R. Spetka, R. VanWagoner, and G. Warchol

**Student Senators:** A. Kalashnik and J. Rothrock

**Absent/Excused:** J. Baumann, K. Capone, D. Kulev, P. Lotto, T. Palumbo, M. Sykes, and J. Wilcox

**CALL TO ORDER**

The meeting was called to order at 2:29 p.m.

**REVIEW & APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

J. Rothrock motioned and G. Warchol seconded to approve the minutes of the March 7<sup>th</sup> meeting. The motion carried unanimously.

**CHAIRPERSON'S REPORT**

A. Haines reported on the progress of this year's Senate elections. Those with nominations for Senate Chair, Vice-Chair, and Senate Advisory, or those interested in serving in those positions, should contact A. Haines prior to the second May meeting, which will be held on May 15<sup>th</sup> at 1:00 p.m.

J. Rahn commented that those whose terms on Senate committees are expiring have been notified via email, and an email for nominations for open positions has been sent to all employees. Some of the positions had Center references, but J. Rahn is working to adjust them appropriately.

**STUDENT CONGRESS REPORT**

A. Kalashnik reported that Student Congress will be holding its elections for next year's officers on April 20<sup>th</sup> (nominations are due by April 13<sup>th</sup>).

**PRESIDENT'S REPORT**

President VanWagoner reported that numerous councils, design teams, and work groups were created as the number of faculty and staff grew during the Recession. However, it has become difficult to sustain membership to these groups as the number of faculty and staff has decreased in more recent years, and so the Cabinet is reviewing the charters of these groups and will be looking to consolidate them to have a better distribution of work load.

President VanWagoner gave a brief update on the budget, and indicated that the State is unlikely to "hold harmless" as we had requested.

Lastly, the Crisis Management Group has recommended that we name the streets on campus to facilitate communication with law enforcement and other outside entities in emergency situations. There is a request for 3-5 senators to volunteer, in conjunction with Student Congress, to develop a theme for street names on campus. Once the streets have been named, 911 will incorporate the names into their mapping software. D. Hyldelund, R. Santos, and D. Gibbons volunteered. A question was raised about whether the roads around the Rome campus and the Airframe & Powerplant are named, and T. Squires will investigate.

### **VICE PRESIDENT'S REPORT**

M. Eannace began her report with data from the Spring Semester. We are offering 4.68 fewer class sections than Spring 2016, with a fill rate of about 67%, which is lower than the ideal. 75% of all sections are currently being taught by full time faculty, 22% by adjunct faculty, and 3% by non-teaching professionals.

The College has submitted an application to participate in *Pathways 2.0*, the second round of a Guided Pathways project piloted by the American Association of Community Colleges, based on the work of the Community College Research Center. Many students have difficulty reviewing and understanding the different program offerings at a college, as well as identifying which program will best help them with their career interests. Guided Pathways aims to help students find their direction sooner, through up-front and intrusive advising, as well as foundational courses. Monroe Community College was one of the initial pilot schools for the program, and has agreed to mentor us as we form our own Guided Pathways. We will know if our application to *Pathways 2.0* has been accepted in June.

There is some interest in forming a Common Hour on campus. This would be one hour, twice a week, during which no classes would be offered and no College-level meetings scheduled to facilitate scheduling of department meetings, and to allow faculty to have their own meetings. Associate Deans are discussing this within their departments to gather feedback about this idea. Additionally, M. McHarris and his crew have been working to renovate the space that will become the Faculty Lounge. The space should be completed over the summer and open in the fall.

The Promotion Review Committee is working with Human Resources to revise the promotion process. Some issues of concern include clarifying the process and specifying parameters regarding how much material should be included, as well as protocol regarding electronic submissions.

Starting in the fall, Starfish will include all students on campus, and any faculty interested in using the software are encouraged to do so, though its use is not mandated. Faculty who have been teaching with the PGP toolkits have been using Starfish to take attendance, send kudos and flag warnings, and communicate with completion coaches. Those who have been using the software appear to respond favorably to it.

After some investigation, it appears there are no SUNY requirements regarding the number of credits for a certificate, which may provide a viable means of offering micro-credentials. It is still uncertain whether financial aid can be awarded, but APSC is considering recommending that micro-credentials be embedded in current programs. When embedded in programs, micro-credentials could serve as momentum points, which help propel students forward. However, we should be careful to not encourage students to enroll in a program if they do not intend to complete that program.

## **FACULTY COUNCIL OF COMMUNITY COLLEGES REPORT**

J. Roberts attended the FCCC Plenary this past week at Broome Community College. While committees are still working on their final edits, the following topics were discussed:

- How to cleanly and legibly measure and reflect applied and prior learning on transcripts
- A joint statement for shared governance is being drafted, along with standards of excellence for shared governance. This will likely evolve into a rubric for colleges to use.
- Advocacy for state aid

Additionally, Provost Alex Cartwright and Vice-Chancellor Johanna Duncan-Poitier spoke at the plenary. The provost emphasized that while completion can be used as a metric for success, there are some realities about how students attend college that don't align with how we measure success, and as part-time enrollment increases, this could skew completion rates. The vice-chancellor spoke about applied learning with regards to liberal arts and vocational training.

## **FACULTY CAUCUS REPORT**

C. Miller reported that R. VanWagoner and M. Eannace spoke with the Caucus about the Future Forums, Guided Pathways, Starfish, and prior learning, as well as potential furniture changes in classrooms. T. Squires also attended to continue the conversation about the availability of feminine products on campus.

The Presenter Form is now available online for those who wish to present at Caucus. Once submitted, the form will be discussed at the next meeting, and if approved, presenters will attend the meeting after that. This will enable Caucus to balance time between visitors and issues.

Lastly, the elections for next year's Caucus Chair will be held after the second Senate meeting in May.

## **NEW BUSINESS**

### **APPLIED LEARNING**

L. Kahler updated the Senate on the status of the Applied Learning Report. The draft was sent to the Cabinet, and now to the Senate. In the report, the College commits to following its Strategic Plan and the goals we had set for ourselves. The conversation regarding whether to make applied learning a graduation requirement is therefore tabled until the end of the Strategic Plan in 2020.

L. Kahler also expressed appreciation to R. Spetka, who helped with understanding how things are reported to SUNY. As a result, we have begun to tag applied learning with attributes so that it will be included in reports to SUNY. Additionally, faculty are asked to report projects that meet the guidelines of applied learning in their classes to their Associate Deans, since in-class applied learning activities are reported to SUNY differently.

Some of the applied learning at MVCC includes undergraduate research, clinicals, and internships. The SUNY definitions will be brought to APSC to see if it's appropriate to adopt those definitions at the College, and L. Kahler has discussed adding applied learning to CWCC paperwork with A. Fried, chair of CWCC.

#### CHANGE TO DGV COMMITTEE CHARTER

Due to its large membership, it has been a challenge finding a time to convene all members of the DGV Committee for a meeting, so the committee is requesting a change to its charter (see attached). D. Kelly remarked that the charter does not indicate how representatives are selected, and A. Haines agreed that a standard format should be investigated. S. Reynolds indicated a conflict of statements. Under the proposed Standing Subcommittees the statements to “review and approve DGV events” and “review and approve DGV Tutorials” conflicts with the statement further down, “Does not make decisions.” A motion to have the DGV Committee revise its statements was made (R. Spetka, A. Kalashnik) and passed with unanimous approval.

A more general conversation was held regarding concern over charter statements of “Does not make decisions.” It was suggested that there should be some indication of who does make decisions, where reports are sent, and, should there be a disagreement between a committee and a decision-maker, how those disagreements are resolved.

#### CHANGE TO CWCC MEMBERSHIP CHANGE

A. Fried suggested a non-voting Associate Dean from Academic Affairs should sit on the committee, as it is useful to have general insight from that level when making decisions regarding curriculum. D. Kelly motioned to approve the change, with a second from G. Searles. The motion passed, with the change that the Associate Dean be from Academic Affairs, with none opposed and no abstentions.

#### ADJOURNMENT

M. Henningsen moved and M. McHarris seconded to adjourn. The meeting was adjourned at 3:50 p.m. by common consensus.

#### NEXT MEETINGS

The next meeting of the College Senate will be **Tuesday, May 2, 2017, at 2:30 p.m. in IT 225.**

The next meeting of the Senate Advisory Committee will be Monday, April 24 2017, at 3 p.m. in PH 304.

Respectfully submitted,  
Anna Radlowski

# Diversity and Global View Committee

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**Purpose:** The purpose of the Diversity and Global View Committee is to oversee and assist in the implementation of the College's commitment to diversity and a global view.

**Charter Sponsor:** College Senate

**Charter Contact:** Committee Chair

## Membership

(Total = ~~18~~ **15**)

- 1 Administrative Services representative
- 2 Student Affairs representative
- 1 Representative from the Rome campus
- 1 Registrar or representative
- **1 Coordinator of International Students**
- ~~1 Representative from Information Technology~~
- ~~1 Director of International Education~~
- ~~1 Hiring Advisory Board Committee member~~
- 1 Elected Non-teaching professional member (3 yr)
- ~~5 One faculty representative from each Center (dean appointed)~~
- 1 Appointed Classified member (1 yr)
- 1 Student government representative
- 1 Representative from the Cultural Series Committee
- **3 Faculty representative from academic departments (VPLAA appointed)**
- **2 Faculty representative from academic departments (elected)**
- ~~1 Educational Technology representative~~

## Standing Subcommittees

- ~~Standing subcommittee of 3 DGV members for DGV event approval as they arise during the semester.~~  
**elected annually to review and approve DGV events for Ad Hoc Events as they arise during the semester.**
- **Standing subcommittee of 3 DGV members elected annually to review and approve DGV Tutorials.**
- ~~Standing subcommittee of 3 DGV members to recommend DGV designation for courses to entire committee.~~
- ~~Chair elected annually by the committee.~~

## Does

- Review procedures and activities associated with the implementation of the Diversity and Global View general education requirement.
- Serve as the College-wide group with primary responsibility for coordinating the effective assessment of student learning in the diversity and Global View area.
- Collaborate with the Curriculum, General Education, Art Infusion, Cultural Committees, Marketing and IT to ensure DGV infusion.
- Make recommendations to the full College Senate and the VPLAA for changes and refinements to the DGV requirements and activities.
- In addition to annual written reports, make periodic updates and recommendations to the College Senate and the VPLAA regarding committee actions.
- **Elects a chair annually.**

## **Does Not**

- Make decisions
- discuss personnel issues
- discuss contractual issues

## **Guiding Points**

- Keep the College mission with an emphasis on the student experience, front and center
- Continually investigate new ideas to integrate and enrich DGV offerings.
- Communicate and share information with the other appropriate committees to coordinate related activities.