

ACADEMIC SENATE MINUTES

DATE: October 8, 2015

PRESENT: Tom Dell Patricia Vettel-Becker
A.J. Otjen Cindy Dell
Francisco Saldivar Susan Gilbertz
James Barron Kelly Shumway
Paul Pope Sarah Keller
Stephen Coffman Baudry Metangmo (student)
Christine Shearer (ex-officio) Barbara Wheeling (ex-officio)
Robert Hoar (ex-officio)

ABSENT: Andrew Sullivan* Vern Gagnon*
Diane Duin (ex-officio)* Mary Susan Fishbaugh (ex-officio)*
Clifford Coppersmith (ex-officio)* Matt Redinger (ex-officio)*
Terrie Iverson (ex-officio) Joe Oravec (ex-officio)
* *excused*

GUESTS: Sue Balter-Reitz Cheri Johannes
Jessica Baker

PRESIDING: Susan Gilbertz, Chair

Susan Gilbertz called the meeting to order at 3:40 p.m. in the Chancellor's Conference Room.

The minutes of September 24 were accepted as presented.

I. CHANCELLOR REPORT

The Chancellor is out at City College making the second enrollment & budget presentation today.

II. PROVOST REPORT

Provost Hoar briefly reviewed the Chancellor's enrollment & budget presentation, noting that our FTE is down 8.7% this Fall, as compared to last Fall. He emphasized the importance of boosting the Spring 2016 enrollments. We have budgeted for 90% of the Fall enrollment, so if we can get 95% of students returning, it will help immensely. The Chancellor has set a goal to raise our retention rate by 10% over the next five years. It's an ambitious goal, but it is within reach, as our retention rate has fluctuated at least 10% in the last ten years. It was noted that this is a call-to-arms for faculty to remember that every interaction with a student matters. Dr. Gilbertz noted that she has suggested to the Advising Center that undeclared students should not be without a faculty advisor. She has proposed that those students—about 130 of them, according to Cheri Johannes, Registrar—be assigned to faculty members. If those students have no obvious leanings in their course choices, faculty help them as much as they can, but for those students who may have a leaning toward a certain major, a simple call to another faculty member, just to get them connected to someone, will be most helpful to these students. Dr. Johannes noted that the Advising Center has 9 staff to advise about 2000 students, so the more students who can be assigned to a faculty advisor, the better.

Dr. Gilbertz also noted the importance of having up to date semester plans for students, especially for programs where courses are taken in sequence. Dr. Johannes noted that all plans of study are being built into DegreeWorks.

III. COMMITTEE REPORTS

None.

IV. ITEM – FIRST READING

Tabled at 9/10/15 meeting until completed

Item 1 Committee Roster for 2015-2016.

⇒ Motion by Cindy Dell, seconded by Jim Barron to **take Item 1 up from the table.**

⇒ Motion carried.

⇒ Motion by Cindy Dell, seconded by Paul Pope to **approve Item 1** and waive second reading.

⇒ Motion carried.

V. DISCUSSION/ACTION ITEMS

A. Student Success Committee Report

Vice Provost Matt Redinger is also presenting at the second enrollment & budget presentation and is unable to attend today.

B. DegreeWorks Workshops

Guest: Jessica Baker, Advising Analyst, Advising and Career Services

Ms. Baker stated that she was an advisor and now she is the main support for DegreeWorks. Please let her know if there is anything in error in DegreeWorks. They would like to have all departments listing a plan of study for every major. This summer, they built templates for every program at City College. She needs champions to help faculty transition to using DegreeWorks to advise their students, without need for the paper advising sheets (which will only be used for transfer students). Dr. Johannes noted that they are also working toward simpler graduation applications, but still need the signatures on paper. Ms. Baker wants to get faculty trained on DegreeWorks in October, just in time for faculty to begin advising students for the Spring semester. Please spread the word and talk to your department chairs about holding training sessions.

Ms. Baker also noted that if faculty are not comfortable doing course substitutions in DegreeWorks, just let her know and she is happy to do them. Also, DegreeWorks now offers a new component for students, a “What if?” feature to help them understand what courses would be required if switching majors.

C. Academic Computing & Allied Technology (ACAT) Committee Recommendation

It was noted that the recommendation states the committee should be disbanded.

⇒ Motion by A.J. Otjen, seconded by Cindy Dell to **disband the Academic Computing & Allied Technology Committee.**

Sue Balter-Reitz, Director of eLearning, noted that she attended the ACAT Committee meeting and they agreed that the committee is antiquated and the functions are inappropriate to today’s technology. However, Chief Information Officer Michael Barber should probably regularly report to the Senate about the activities of the committees he oversees.

⇒ Motion by A.J. Otjen, seconded by Cindy Dell, to **amend the motion to include a request that Information Technology report to the Academic Senate once a semester.**

⇒ Motion to amend carried.

⇒ Motion to disband and request reporting carried.

D. Request for Nominees to Athletics Advisory Committee: Provost Bob Hoar

Dr. Gilbertz stated that she would respond to the Provost that the Senate is satisfied with the names suggested, and that Mr. Saldivar has expressed serious interest.

E. The Communication Form: Improvements, clarification, charge UCC & Graduate Committee with this responsibility

It was noted that the primary reasons for this form were (1) to make sure faculty knew if another program was using their course or courses, and (2) to ensure that if a college was opposed to another college's curriculum change, the curriculum change would not be stopped in the process if a college refused to sign it, that is, a college can disagree but not stop something.

It was agreed that some direction should be added to the form, instructing faculty to search the online catalog for their course before submitting, so they are aware of any program that may be using the course.

It was also agreed that the Senate should revisit this in a year to see how well this process is working.

F. The Role of the Academic Senate in Staffing, Budget, and Curriculum

When colleges and departments are told they have to downsize, at what point does that become a curricular concern? The Academic Senate is not a budgeting body, but we are in charge of curriculum. Budget changes have an impact on pedagogy, in terms of how many students are in the classroom. Should the Senate approve of any course that comes through and trust that departments know best what they should offer? Where does the accountability come in? The Senate needs to keep having these kinds of discussions, but also the Senate's representatives to the University Budget Committee should press for information that can be reported back to constituents sooner rather than later. We need time to disseminate information *before* big decisions start being made.

VI. NEW BUSINESS

It was noted that a program will no full-time faculty wants to introduce new curriculum, but have no faculty to sign off on the paperwork. They are moving toward accreditation, and the goal is to hire a tenure-track faculty member, something the Chancellor has agreed is a priority. The Senate is asked to approach this new curriculum in a proactive way.

The meeting adjourned at 5:05 p.m.

rjrm