

## **FACULTY CAUCUS MINUTES**

**Tuesday, February 20, 2018**

**2:30PM**

**PH 300**

**Present:** J. Baumann, E. Brindisi, E. Bush, L. Charbonneau, R. Christman, S. Coleman, S. Crocker, A. Doughtie, A. Fried, A. Haines, A. Hazen, R. Huyck, J. Ireland, M. Kelly, G. Melendez, C. Miller, C. Plescia, A. Radlowski, N. Rosero, R. Santos, B. Shaw, C. VanNamee

### **CALL TO ORDER**

The Caucus was called to order at 2:31 p.m.

### **APPROVAL OF MINUTES OF THE PREVIOUS MEETING**

The minutes from the January 23<sup>rd</sup> meeting were approved with 1 abstention.

### **CHAIR REMARKS**

#### *CHAIR ACTIVITIES UPDATE*

→ C. Miller met with M. Eannace and discussed many questions raised at the last caucus meeting.

Some updates include:

- only faculty members see individual surveys; associate deans do see the aggregate pages with the department mean
- a workgroup is being formed to revise student surveys
- a desire for three exam days was discussed
- the membership of the calendar committee was discussed, and it was suggested that the chair of caucus also serve on that committee
- there continue to be instances where there is only 5 minutes between two classes, so the schedule is being reviewed

→ C. Miller met with T. Squires. There is a push to move pay dates to Fridays, in part so that payroll can more quickly compensate people for overtime. While still in the early stages (conversations with collective bargaining units will need to be held, for example, and exactly how the change-over will happen is yet to be determined), initial feedback to the idea is welcome. There were no strong objections from those present at the meeting.

→ A. Smajic will be at the next Caucus meeting to discuss changes being made to the website and other upcoming changes in marketing.

### **CLASSROOM CONCERNS**

Some concerns about classrooms were discussed, including a recent day on the Rome campus when there was no heat and classes were not cancelled, as well as spotty Wi-Fi, a lack of clocks in classrooms, and computers that seem to sporadically turn off and restart. Other concerns about the Rome campus include office doors that automatically close (making office hours challenging) and that a recently removed door by the hospitality kitchens may pose a fire hazard. Additionally, there is not a substantial presence of associate deans on the Rome campus, which makes it challenging when students need signatures. Some also commented that classrooms on the Utica campus were dirty on the first day of class, and that office

garbage cans are not regularly emptied. C. Miller will bring these concerns to T. Squires and F. Armstrong.

A few years ago, the Facilities Committee conducted a survey about classroom needs. Some topics the survey might address include specific issues with classrooms, as well as how different classroom needs might be accommodated (tables vs desks; whiteboards vs smartboards; etc.) A motion to support the Facilities Survey was made (Baumann, Radlowski) was unanimously approved.

### **SCREENING COMMITTEE DISCUSSION**

Several concerns about the recent changes to the membership of screening committees for faculty positions were raised, including:

- while faculty on the committee may be in the same department as the position being hired, they may not be in the same discipline
- there are only three members on the committee, and not all are required to be faculty
- there are instances where nobody serving on the committee has had a graduate degree in the discipline being hired

Some have heard the change to a smaller committee was made to expedite scheduling and to ensure the hiring process can move more quickly, although others indicated that much of the scheduling difficulty is not within the screening committee, but rather in scheduling the charge meeting with HR and the 360 afterwards. Others commented that the reduced size may be temporary and in response to preparations for the Middlestates visit.

A general consensus was reached that if screening committees are only comprised of three people, that all three should be faculty, with at least two in the discipline. Furthermore, the 360 should be held in a more timely manner if possible (recognizing that it can be hard to find common times for the deans and M. Eannace to meet).

### **OPEN FORUM**

#### *SNOW DAY*

There was some concern that the College recently closed at noon, but did not announce the closure until 11:15. Since some faculty and students live an hour or more away, this is not a sufficient amount of time for notice. Some faculty drove through bad weather to campus, only to turn immediately around and head home. Faculty who chose to cancel their morning classes were required to use sick time or a personal day. An additional concern was raised that classes were cancelled on a Wednesday, but the “Snow Day” at the end of the semester is a Monday – will that day now follow a Wednesday schedule?

#### *CWCC AUDITS*

These audits will serve as a better communication tool for the College, and a team is being built of members from marketing, admissions, and other areas of the College. If there are questions, please see A. Fried.

### *CLASSROOM COURTESY*

When leaving the classroom, please make sure to tidy up and “reset” anything that may have been changed. This includes erasing the whiteboard and reattaching any computer cords that were removed. Additionally, a request was made to be mindful during class changes – some students have been running into a classroom before classes are finished, and some instructors hold class beyond the allotted time, causing the next instructor to lose time required to set up their class.

### *OTHER CONCERNS*

Some other questions included:

- Is it possible for 15 minutes to be between classes? Would this result in losing another class period?
- The Public Policy program does not have a full time faculty member on campus. Are there other programs in the same situation? Why?

### **ADJOURNMENT**

The Faculty Caucus adjourned at 3:57 p.m.

### **NEXT MEETING**

The next meeting is at 2:30 in PH300 on Tuesday, March 20<sup>th</sup>.

Respectfully submitted,  
Anna Radlowski