

FACULTY CAUCUS MINUTES
Tuesday, April 21, 2020
2:30PM Zoom

Present: R. Anelli, M. Barlett, J. Baumann, E. Brindisi, E. Bush, L. Charbonneau, S. Crocker, S. Dar, J. DeTraglia, C. Ehrlich, M. Faitell, A. Fried, S. Fryman, K. Getman, A. Haines, A. Hazen, R. Huyck, J. Ireland, M. Kelly, R. Kelly, M. LaPaglia, S. McCall, G. Melendez, A. Miller, C. Miller, R. Mink, A. Radlowski, B. Rathbun, R. Santos, R. Sbiroli, D. Stevens, L. Wadsworth, D. Warren, J. Wilcox, and R. Wittenberg,

Guests: J. Dewan, R. Spetka

CALL TO ORDER

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

APPROVAL OF MINUTES FROM FEBRUARY 17TH MEETING

The minutes from the February 17th, 2020 meeting were approved.

UNIVERSAL TEACHING & LEARNING WORKGROUP RECOMMENDATIONS

A. Miller, J. Ireland, A. Haines

A. Miller reviewed the recommendations, highlighting the following sections:

- Teaching & Learning Center (TLC) – a physical space, along with a website, of resources for faculty; includes full-time and adjunct handbook, presentations, and an ed tech handbook
- Professional Development Review & Promotion Process – standardize across departments to emphasize teaching skills, not just effectiveness; earn badges for skills demonstrated
- Supplemental Instruction – B. Rathbun conducted a literature review on how we can use the Learning Commons in a more integral way
- Hiring Practices – revise equal opportunity statement, increase size of search committees, focus on equity, and include a cultural orientation; increase prep time for adjuncts prior to semester starting
- Technology – streamline Blackboard sites for consistency and investigate alternate options; improve single login, withdrawal notification, and surveys/evaluations
- Syllabus Improvements, including regular review for accuracy and relevancy
- Improve Classroom Space
- Campus-wide principles – culture of student-centered teaching

5-YEAR CALENDAR PROPOSAL

R. Spetka, J. Dewan

R. Spetka shared some of the constraints in forming the new calendar, including meeting Carnegie units, equal numbers of days of the week, and an advising day. J. Dewan added additional constraints, including intersession, time for appeals, and additional exam days for finals.

Some questions and concerns expressed included inconsistency with Pre/Post-Labor Day start, the timing of spring break with regards to Midterm, and missing dates for registration and withdrawal.

The calendar will be forwarded to Senate, and then Cabinet for discussion.

FCCC UPDATES

J. Baumann

J. Baumann encouraged all to read through the document send on her behalf by C. Miller. Some items of note include:

- The Excelsior Scholarship will not be impacted by this online semester
- Uncertainty regarding how to advise students
- Transferability of pass/fail courses, especially for STEM/Engineering majors

J. Baumann announced her retirement in May. A. Miller will be the new FCCC representative with M. Barlett as alternate. The Caucus recognizes and appreciates J. Baumann's work in this role.

CHAIR REPORT

C. Miller

C. Miller shared reports on several topics, including:

- Spring 2020 Student Evaluations – the same form will be used, but will be submitted via Blackboard
- Final Grades – L. Kahler is concerned about transferability and scholarship requirements when Pass/Fail grades are used; incompletes are an option
- L. Kahler emailed a tentative summer schedule
- EIT Policy & Workgroup – approved by Senate; 5 workgroups will start their work, and any faculty still interested should let C. Miller or T. Coulson know as soon as possible; workgroups include Web Access; Digital Content Access; Classroom Access; Library Access; Procurement Accessibility Standards

C. Miller thanked the Caucus for the support in her role as inaugural Faculty Caucus chair. The vote for the new chair will be held after the Second May Senate Meeting*

*A second May Senate Meeting was not held due to the Covid-19 Pandemic; the election was held via Survey Monkey instead.

OPEN FORUM

The new staff directory pdf is frustrating to use, particularly the search feature.

C. Miller will investigate whether or not the date when final grades are due can be extended due to the pandemic. R. Huyck commented that scholarship deadlines have been extended to June 1st.

Some unknowns include whether or not there will be Institutes in the Spring or Fall, as well as what the expectations are regarding the obligation period.

It was also requested that if the College decides to go online for the Fall that the announcement should be made as soon as possible so faculty can plan accordingly.

ADJOURNMENT

The Faculty Caucus adjourned at 4:34 p.m.

NEXT MEETING

2:30pm on Tuesday, September 15, 2020 via zoom.

Respectfully submitted,
Anna Radlowski