

## **Faculty Caucus Minutes**

**Tuesday, December 8, 2020 2:30PM Zoom**

**Present:** M. Barlett, E. Brindisi, E. Bush, S. Crocker, S. Dar, A. Fried, A. Haines, A. Hazen, R. Huyck, J. Ireland, M. Kelly, T. Marshall, D. McDermott, G. Melendez, A. Miller, C. Miller, M. Parry, R. Santos, L. Williams.

### **Call To Order**

The Caucus was called to order at 2:32 p.m.

### **Approval of Minutes**

The minutes from the November 10<sup>th</sup> 2020 meeting were approved.

Approved- 13, Opposed- 0, Abstained- 1.

### **Conversation about diversity**

The purpose of diversity conversations in faculty caucus was restated and the ground rules for these conversations were reviewed.

1. Listen actively- this includes refraining from use of zoom chat feature while others are speaking
2. Speak from your own experience instead of generalizing (“I” instead of “they,” “we,” and “you”)
3. Participate fully at your own comfort level
4. Be respectful of everyone’s view point and be aware that we are all in different place
5. Be conscious of body language and nonverbal responses.

A personal experience with diversity was shared by a faculty member. The diversity conversation continued as individuals responded to the following guiding question: How does my perspective change when I listen to another individual’s story?

### **Chair report**

Part-time SSA: R. Golden wanted faculty to know that Deb Foley is a part-time SSA who assists the SSAs in many ways, including covering for full-time SSAs. Faculty may hear from D. Foley if she has questions or updates about a student.

Netiquette draft update: VP Kahler sent the Netiquette draft to Deans and Administration for comments and review. All feedback was positive. VP Kahler would like to move forward in the use of this Netiquette policy for the spring semester. VP Kahler would like to know where the Netiquette policy should be placed on the college website. Faculty suggestions were:

- Blackboard welcome page
- Online Faculty Support Community blackboard site
- Online student handbook
- Course BB sites or link in individual course syllabi
- Quick links under prospective student, current student, family and supporter, employee etc tabs

Floor replacement in AB: VP Kahler is attending pre-construction meeting for AB floor replacement. He is also having conversations with J. Lynch to decrease disruptions to spring classes etc.

Barnes and Noble Q & A follow up: B. Kilmer and C. Ho will be working together to create a short video that walks students through the textbook ordering process. The plan is to have this video available to students for the spring 2021 semester.

### **Old Business**

Anti-Racism Statement: T. Marshall (Diversity Council Co-chair) provided an update concerning the Anti-Racism Statement. Minor changes and clarifications were made to the draft following the Cabinet. To date the Anti-Racism Statement has been approved by Cabinet, Senate, and Student Congress. Following Faculty Caucus the Anti-Racism Statement will be presented to the Board of Trustees (BOT).

The Anti-Racism Statement was approved.

Approved- 13, Opposed- 0, Abstained- 1.

### **New Business**

Electronic Signature Policy: MJ Parry (Executive Director of Information Technology) provided context for the Electronic Signature Policy. The policy draft supports both the Guided Pathway recommendations and the IT Strategic Plan. The college currently utilizes many forms, which has not been efficient for the college, nor students. The Electronic Signature Policy draft follows SUNY guidelines. Once the policy draft is approved by the Board of Trustees (BOT) the college will purchase Dynamic Form as the solution of choice. The following colleges currently utilize Dynamic Form: Monroe CC, Hudson CC, and Dutchess CC.

Anonymous pool of questions for future diversity conversations:

Faculty was asked to contribute to an anonymous pool of questions that would be used for spring diversity conversations. The anonymous pool of questions would address the following: Write one race-related question you previously wanted to pose to colleagues at your college, but you were uncomfortable doing so.

All questions can be submitted anonymously using the following link:

<https://forms.gle/csdxkaWRGV4iA2nZ8>

What is and is not working for faculty and students? (Notes recorded by Melissa Barlett)

- It is super time consuming when you have multiples sections of a course and have to update all the Blackboard shells
  - Especially things like exams and assignments that are hard to manage elsewhere
  - We are aware that many things at the college are tied directly to CRNs, and some of these are linked to Starfish in terms of reports, so this is harder to fix
  - Aaron notes that there is a software plug-in to post info to multiple sections
    - Qwickly - <https://www.goqwickly.com/>
- Blackboard training needed for more of our students
  - Would be a good thing to upload more videos showing things from the Student perspective, like checking on grades and looking at feedback, peer-reviews, checking your quiz answers, etc.

- Could this be integrated into orientation, CF100, or just put up somewhere clear and obvious
- We need to know if a student adds/drops the course - specifically drops, because we don't get told and the student remains on blackboard
- Students need full clarity as to what synchronous/asynchronous means, be specific about what will be required of the students for each class.
  - Ask faculty to be consistent about this
- Hard to get students to come in for extra help with virtual options, even when it is clear that they need it.
  - Could offer extra credit, but this may create equity issues
- Wilcox Hall only has one open door, and is not currently using door monitors anyway, so could we open more doors
- No consistency with what Blackboard looks like for various courses, and this can cause confusion for students
  - There are recommendations for having specific links from the Universal Teaching and Learning workgroup such as: Announcements, Email professor, My Grades, Syllabus, and Course Modules
  - These are being looked at, but not likely to be official by next semester
  - Could we share these ideas and just strongly recommend that folks use them

What went well?

- Active learning over Zoom in breakout rooms can work!
- Flexibility to allow people to stay home and help with kids
- Labs were managed so that students learned safely and did not get sick.

### **Open Forum**

No items

### **Adjournment**

The Faculty Caucus adjourned at 3:46 p.m.

### **Next meeting**

2:30pm on Tuesday, February 16th, 2020 via Zoom.

Respectfully submitted,  
Eileen Bush