

Faculty Caucus Meeting Minutes

Meeting Date: September 19, 2023

Time: 2:30 PM

Location: Microsoft TEAMS (virtual)

Attendance: A. Lewis, A. Haines-Stephan, A. Miller, C. Miller, C. Ehrlich, D. Stevens, E. Bush, E. Gregory, E. Brindisi, G. Melendez, J. Ireland, J. Boardman, K. Raab, L. Williams, L. (Guest), M. Barlett, M. Faitell, M. Kuczynski, M. Cameron, R. Huyck, R. Wittenberg, S. Crocker, B. Rathbun, S. Dar, D. Sonne

Meeting Guests: Rich Craft and Jim Suriano, Norma Chrisman

Meeting called to order at 2:31 PM

1. S. Dar reviewed agenda.
2. **Approval of August 2023 minutes:** J. Ireland, moved to approve, E. Bush, seconded.
Passed using TEAMS poll: 18 YES, 0 No, 0 Abstain
 - No questions or comments on the meeting minutes
3. **Update from Aux Services:** Rich Craft and Jim Suriano
 - I. As of 9/15, AAP is “closed” - Accounts will be reconciled, find things that could have been done

better, what can we reconcile? Will be looking through Data, looking for ideas/ thoughts/ input.

- i. Question/Comment: If there is both physical and electronic, is there anyway to give option to students? *Response: One type allows them to have enough for each student in each class, but they will get both to have options*
- ii. Question/Comment: Of students who remained in the program, how many of them actually were able to access their textbook? *Response: Orders can still be taken, clarification asked for – is there a way to track those who had digital access, can we track who accessed? Response: should be able to see on Faculty end, students can get refunds if they didn't use/access – **No** they can't track who has accessed the digital version*
- iii. Question/Comment: Can students who bought and were charged, get refunded – *Tell Rich and he will contact rep to see if they can get refund from publisher rep.*
- iv. Question/Comment: Can we communicate with faculty to deprioritize eBooks? People print out eBooks on campus (in Library and in Learning Commons) using tons of paper and resources. Comment/Question If instructor doesn't specify, they default to physical copies (can get eBooks for those who need it for accessibility)

Question/Comment: Looking for clarification on if students were charged on credit hour vs contact hour. *Response: That shouldn't be the case – MJ and others working on it – should be fixed*

Question/Comment: Students weren't notified about textbooks coming in late (after classes started) - issues with students on Rome campus getting books.

Response: Students should have gotten notified – if students didn't place a backorder, they might not have been notified.

Question/Comment: Students complained about issues with backorders.

Issues with Rome bookstore – hope to have cleared up by next semester – issues with students who live near Rome, asking for Rome, but classes not in Rome – shipping option would be easier - Cancelled with change of material –

Question/Comment: Pearson MyLab opt out is \$180 for a year, previous to that used to be able to get half a year - *Response: they can add multiple links as need for different opt out versions.*

Question/Comment: Sample language sent to first day students, instructions in the email

wasn't accurate for all courses, language was outdated (First Day vs AAP) *Response: Best is for instructors to post information from publishers on how to access content.*

Question/comment: it wasn't clear about opt out option. Response: that should have been communicated by the SSAs, initial selection emails came out before opt out options were available

Question/comment: not all students (esp. 2nd year) don't meet with SSAs, so there should be an email with opt out information going forward for more transparency – emails should be sent to All Faculty and All Adjuncts

Question/comment: should also tell students where to pick up books.

Question/comment: is opted in/opted out by year or semester by semester? *Response: its semester by semester. Working on correct timing as to when to send out the email about AAP and opt out options?*

Jim/Rich: Please don't hesitate to email and questions/thoughts – will be having continual meetings to make spring semester “go better.”

4. DEI: Guest Presenter: Norma Chrisman**I. Accessibility Features in Brightspace****5. Chair Report: S. Dar (Slides)****I. Could not meet with Tom Squires – October meeting is set up****II. VP Kahler**

- i. COVID policy is the same as January 2023. Students should take 5 days off; instructors should accommodate students.
- ii. CITE update: Advisory group ready to start meetings. Physical space is ready, Website is under process. Todd Marshall is co-chair.
- iii. AI Policy – some colleges are developing in regard to plagiarism. Make sure students use responsibility, not for plagiarism. College not currently developing policies but will keep an eye on it. Caucus workgroup should be looking into it.
- iv. AAP (Academic Advantage Pack) is here to stay. Less than 20% of students opted out. Faculty should start to collect information/feedback.
 1. Set up a Google Sheets in Faculty Caucus so people can make comments.
 - a. Advisory will make that happen.
- v. Lew will attend the caucus meeting – come prepared with questions!

- vi. Reminder: Spring Book Adoptions are due November 1st.
- III. Remember to visit Faculty Caucus TEAMS channel.
 - i. Send ideas for agenda items to sdar@mvcc.edu

6. **New/Old Business:** “Discussion about Wellness guidelines”

- I. It would be helpful to have guidelines for students on what to do when they are sick – so students understand they should stay home, how they should go through the process of reaching out to professors, encourage wearing of masks – Chair will bring up with Lew.
 - i. Comment/Question: College only has a part time nurse – M-R, 1-4 PM
 - ii. Contact the new VPSA to talk about getting a full-time nurse.

7. **Open Forum:**

- I. Comment: In the Learning Commons, 1st week of October (2nd-6th) is tutor appreciation week. There will be a few events that the faculty is invited to participate in. On Wed 4th 11am – 1pm – all are invited to come in and take pictures with tutors who help students to celebrate the work they do. Food,

thank you cards for students, faculty, and staff to write to give to tutors, or can write on the whiteboard. Still putting together ideas, webform will be available to share with alumni/ off campus personal to also be able share thanks. Please send ideas as the event is still being planned.

- II. Comment: Reminder for faculty to talk about C3 to students. Also, OAR is overwhelmed, staffing is down. Remind students about career services and counselling services.
- III. “Faculty Journal Club” – start with faculty caucus meetings, add agenda item for Faculty Journal Club, maybe CITE could pick it up. Will try at next caucus meeting.

8. **Adjournment:** Motion L. Williams, seconded A. Lewis.
Unanimously approved.

I. Meeting adjourned at 4:15 PM

Next meeting: October 17th, 2023, 2:30 PM – Virtual only (on MS Teams)

Secretary: Devin Sonne