

Faculty Caucus Meeting Minutes

Meeting Date: November 21, 2023

Time: 2:30 PM

Location: Microsoft TEAMS (virtual)

Attendance:

A. Fried, A. Miller, C. Miller, C. Van Namee, C. Ehrlich, D. Stevens, D. Sonne, E. Bush, F. Noti, G. Melendez, J. Ireland, K. Voce, L. Williams, L. Charbonneau, M. Barlett, M. Faitell, M. Kuczynski, M. Cameron, R. Huyck, R. Wittenberg, S. Dar, S. Crocker, S. McCall, T. Mariotti, V. Cole

Meeting Guests: Tamara Mariotti**Meeting called to order at 2:33 PM**

1. S. Dar reviewed agenda.
2. **Approval of November 2023 minutes:** L. Williams, moved to approve; S. Crocker, seconded.
Passed using TEAMS poll (17), verbal (1): 18 YES, 0 No, 0 Abstain
 - No questions or comments on the meeting minutes
3. **DEI Conversations: Guest:** Tamara Mariotti and Katie Di Castro, **Topic:** Accessibility in terms of student mental health
 - I. How to create a culture of care information sheet is available on website (available in Faculty Caucus Teams folder)
 - II. Want to encourage discussion by faculty about mental health: Set a tone of supportive/inclusive classroom environment to help address students' struggles – emphasis that door is always open, feel comfortable so students can always come to you – or be available to help walk students to OAR/C3/Services for mental health on campus.
 - III. Asking for Faculty to put mental health resources in syllabus.
 - IV. MCAT – Mobile Crisis Assessment Team – can call them or call with someone - Use Utica number instead of 988, as 988 redirects to area code associated with phone number (not forwarded currently by location) - Service through Neighborhood center,
 - V. Encourage to review self-care information in Culture of Care flyer.
 - VI. Implement accommodations for students that support students with Mental Health issues.
 - i. Encourage self-care- consider adding mindfulness/meditation.
 - ii. Thoughtful deadlines – be mindful of avoiding late evening deadlines, offer soft deadlines.
 - iii. Refer students to come to OAR for mental health issues – let students know that OAR can help with mental health issues.
 - iv. Offer detailed syllabus with deadlines – including test dates, due dates, talking about weekly topics.

- v. Chunk assignments – provide deadlines for portions/sections of large assignments.
- vi. Offer flexibility with attendance policy – highlight importance of students' wellbeing, encourage them to talk to you proactively if there are reasons students are going to miss a lot of class.
- vii. Remind students that feedback is about work, not about them – students struggle with how to take criticism. Use positive, negative, positive model.
- viii. Be aware of language: avoid terms like “crazy.”
- ix. Intersectionality of mental health: LGBTQ+, cultural – other cultures don't treat mental health the same as is handled in America, try to help avoid stigmas.
- x. Lots of information available on website
 - 1. Comment/Question: Students want 11:59 PM deadline, they complain when attempts are made to make the deadline earlier. *Response: Help students plan time management*
 - 2. Comment/Question: Rebuttal to Students want 11:59 PM deadline, you should act while people are here during the day – we are not here at midnight to help you.
 - 3. Comment/Question: Students in lab get overwhelmed/anxious, too afraid to do anything. *Response: Goes back to teaching to the test, gotten away from critical thinking, students don't know how to process. Give students opportunities to work in groups, give steps, auditory/visual cues. Tell students to go to counseling, leave the situation to get support to understand what is happening. Talking to the students is the most helpful think you can do.*
 - 4. Comment/Question: A lot of students don't know how to advocate for themselves/ they are “suffering in silence”.
 - 5. Comment/Question: Can students just come to OAR; do they need counselling first? *Response: Yes, they can come directly to OAR. Students that are struggling sometimes have background that they are ashamed of, but OAR tries to work with the students to sign releases to get information about mental health. OAR can also connect students with Telehealth services.*
 - 6. Comment/Question: With overwhelming anxiety it can override our executive function, anything we can do to remind students to breathe, de-escalate /calm done can be important.
 - 7. Comment/Question: *Response: Students can get medical withdrawals for mental health issues.*

4. **Chair Report:** S. Dar -

- I. Tom Squires
 - i. Not able to meet with Tom Squires – meeting was rescheduled.
- II. Lew Kahler:
 - i. Notes of Chair report slides
 - ii. Get in touch with College Calendar Workgroup
 - 1. New Person is Chair of workgroup committee, S. Dar will contact them.

5. Old Business:

- I. List of mental health training topic to provide to VP Kahler
 - i. [Review of Mental Health Training](#)
 - ii. Comment: should we add active shooter training?

6. New Business

- I. Day of Service subcommittee, **F. Noti**
 - i. Moving the week of volunteering up a week earlier to the week of April 15th? Subcommittee looking for input: Are there conflicts with that week? What time is good? How can this be made more convenient to get more people to participate?
 1. Advising day is April 17th.
- II. AI Workgroup Update, **C. Ehrlich** – PowerPoint Presentation in TEAMS folder
 - i. Reviewed workgroup mission
 - ii. Goals: Too much of a moving target, so need to design and provide continuing education for faculty and students. Create faculty toolkit. Develop templates for language for class policies/academic policies. Reach out to K-12 to share institutional knowledge/experience.
 - iii. Progress: reading list (linked)
 - iv. Working on a questionnaire – keep an eye out for it.
 1. Comment/Question: Academic Policy and Standards committee has AI discussion on agenda for December meeting.
- III. FCCC Update, A. Miller
 - i. Notes from FCCC shared (google docs) – link in Folder.
 - ii. FCCC Newsletter – lesson for comp instructors on how to use AI.
 - iii. Advocacy flyers
 1. Discrepancy between what 4 years schools got for budgets vs what CC received.
 - a. Take flyers to local legislators – advocate for better funding.
 - iv. Resolution (linked) - Faculty need to be involved in the creation and assessment of all non-credit to credit bearing work (i.e. our FastTrack program)/micro-credentials/ Prior learning credits.
- IV. Emergency preparedness questions and feedback, **R. Wittenberg**
 - i. Reminder to add feedback about AAP (Academic Advantage Pack)
 1. Question/Comment – in December, Jim and Rich will be at meeting.
 - ii. Spreadsheet for Emergency preparedness – please add comments/feedback.
 1. Reviewed and added to document – when should people add.

7. Open Forum:

- I. There were questions about clarifying the role of SSA and faculty advisors and Caucus would like to better define roles
 - i. Have conversations about better ways to work together

8. Adjournment: Motion S. Crocker, seconded R. Wittenberg, unanimously approved.

I. Meeting adjourned at 4:38 PM

Next meeting: December 12th, 2023, 2:30 PM – Virtual only (on MS Teams)

Secretary: Devin Sonne