

MOHAWK VALLEY COMMUNITY COLLEGE
Utica and Rome, New York

COLLEGE SENATE MEETING MINUTES
Tuesday, May 1, 2018, IT 225

College Senate web page: <http://www.mvcc.edu/senate/senate-home>

Present: J. Baumann, K. Carhart, L. Charbonneau, S. Dar, S. Frisbee, S. Fryman, D. Gibbons, A. Haines, M. Henningsen, R. Huyck, B. Jubenville, P. Katchmar, S. Kenyon, M. Kelly, D. McDermott, S. McGovern, M. McHarris, C. Miller, B. Molinaro, A. Radlowski, J. Rahn, R. Santos, N. Snyder, R. Spetka, T. Thomas, and R. VanWagoner

Student Senators: J. Rothrock, Kupr, Z. Stachelski

Absent/Excused: C. Albrecht, A. Hazen, D. Hyldelund, P. Lotto, S. Myalik, T. Palumbo, T. Rackmyer, B. Scantlebury, G. Searles, and J. Wilcox

CALL TO ORDER

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

REVIEW & APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Z. Stachelski moved (J. Rothrock second) to approve the minutes of the April 3rd meeting. The motion carried (22, 0, 0).

CHAIRPERSON'S REPORT

A. Haines reminded those present to vote in committee elections, and indicated that next year's ballot will include an option to abstain. Senate elections will occur at the May 14th meeting. Those interested in running as chair, vice chair, or for Senate Advisory, should let A. Haines know in advance, although nominations from the floor will also be accepted. Annual committee reports are due by June 1st.

Senate Advisory completed the annual assessment for Senate. Most tasks were addressed, while others (such as getting minutes out sooner) require improvement. Some changes were made for next year's assessment. In particular, documents will be housed on the M: drive in lieu of public folders.

STUDENT CONGRESS REPORT

J. Rothrock, who is graduating, thanked the Senate for allowing her to participate, and announced J. Marino as the new student president. The Student Congress budget for 2018-19 was approved. The standard allotment has been reduced from \$1,000 annually to \$800. This change, based on the average spent by each club, is to encourage clubs to be more fiscally responsible and to help prevent Student Congress from repeatedly drawing from the Fund Balance.

PRESIDENT'S REPORT

President VanWagoner began his report by awarding the Hawk Awards. The Heart of the Hawk was awarded to Christine Miller, and the Pride of the Hawk to Jenny Spinelli.

With regards to the budget, President VanWagoner will request a 2% increase in funding from the county this week. Scholarships from the county and the MVCC Foundation will be used to help keep dual credit tuition free for students. Full-time tuition is planned to increase by \$120 (less than 3%), and part-time

tuition will increase by \$9/credit hour (about a 5% increase). There will also be an increase to some fees. The full budget will be presented to the Board of Trustees in May.

Lastly, a new vendor has been selected for a complete redesign of the website, with an optimistic completion in late 2018/early 2019.

VICE PRESIDENT'S REPORT

S. Reynolds, who is in attendance at a Guided Pathway conference in Dallas, submitted her report via email (see attached). Highlights include the following:

- Student Success Council has wrapped up a busy year
- Advising team has begun implementing administrative registration for continuing students
- 813 students are set to graduate this spring, and 72 in the summer
- SUNY is discussing a system-wide statement on sexual harassment

S. Dar expressed a concern that some students have not been receiving DGV credit for attending events, even though their IDs were scanned. R. Spetka explained some of the process, indicating that manual entry (when IDs/scanners are not used) can cause a delay. Credit is generally awarded within a day or two of receiving the data, and concerns regarding specific events should be relayed to R. Spetka's office. P. Katchmar added that most error occurs due to human error, such as failure to scan IDs properly. An email verification of DGV attendance within 48 hours could serve as a receipt to verify attendance.

FCCC REPORT

J. Baumann attended the FCCC Spring Plenary, which was held at MVCC this year. She attended the Education Initiatives meeting, where guided pathways and general education assessment were discussed. Chancellor Johnson spoke about her four initiatives: increasing innovation and entrepreneurship; sustainable energy; individual education plans; and partnerships between colleges and community partners. The Chancellor and Johanna Duncan-Poitier discussed changes to the funding model that will ideally work for both CUNY and SUNY. Carlos Medina spoke about closing the graduation gap between minority and nonminority students, as well as about better practices for hiring more diverse faculty and staff.

A. Haines added that FCCC approved a resolution regarding support for undocumented students, suggesting that our campuses should be a place of safety for all students.

FACULTY CAUCUS REPORT

C. Miller reported on the following issues from the April meeting:

Ongoing Conversation About Safety Concerns

C. Miller met with D. Amico, who requested feedback on the best ways to share ongoing communications. For example, what venues could be used to facilitate training for students and adjuncts? Some suggestions include Blackboard and videos on the website.

Guided Pathways

S. Crocker and A. Fried updated the caucus on the status of Guided Pathways, including conversations with L. Suddick. Beginning in Fall 2018, Guided Pathways will be a standing agenda item at Caucus meetings.

Evaluation of Supervisors

A concern was brought up about whether direct supervisors should receive feedback for improvement from faculty, similarly to how faculty receive feedback for improvement from students via the student

evaluations. After discussing with M. Eannace, Caucus will investigate best practices employed at other institutions.

GUIDED PATHWAYS REPORT

S. Crocker reported that we have begun the campus-wide movement for Guided Pathways, and have been working with frameworks provided by the AACC and SUNY PIF. The overall goal of this initiative is to increase student completion. Several teams have attended conferences which include plenary sessions, followed by breakout sessions. After returning to campus, the teams review the data and their new knowledge to determine how to implement Guided Pathways on our campus. An action plan is written, and then submitted to AACC and SUNY.

Some current conversations happening within the Guided Pathways initiative include:

- A comprehensive redesign of developmental education
 - English faculty will have a pilot ready to go in Spring 2019
 - Math faculty are working on pilots of co-requisite models
- Connecting program outcomes and general education requirements to specific courses within programs
- Reviewing and revising our current advising processes (particularly faculty advising)

A Guided Pathways steering committee has been created to help facilitate communication, and documents are housed on sharepoint.mvcc.edu/guidedpathways (accessible by using your email credentials). Information is also kept on Workplace.

NEW BUSINESS

CWCC REPORT

A. Fried shared an update of CWCC's activities over the course of the year. Many of the forms were in pdf format, which did not allow for responses of flexible length. As a result, these forms have now been converted to doc format. The documents were also streamlined to reduce redundancy. Program changes will now need to be submitted to G. Warchol first, who ensures the forms are sent through the appropriate chains of approval. A review process has also been created for micro-credentials, after their approval by the Board of Trustees. Lastly, as a follow-up to the changes made to satisfy the SUNY seamless transfer requirements, and as preparation for work to be done through Guided Pathways, the CWCC has begun a program audit process. The goal is for these audits to house the most up-to-date information regarding a program, and will include information such as how courses map to the PLOs, as well as hidden fees associated with the program.

BYLAWS REVIEW

A subcommittee reviewed the bylaws, and A. Haines shared a summary of the changes. These include:

- Altering the Purpose & Function statement to include more purpose (was previously mostly function).
- The phrases "he/she" and "his/her" were replaced with "they" and "their" to keep wording more inclusive.
- Change "The agenda shall be distributed one (1) week prior to regular meetings" in 5.3.2 to be "The agenda shall be distributed no later than six days prior to regular meetings" to help facilitate meetings of the Senate Advisory Committee.
- Miscellaneous formatting and typo corrections & updates

R. Spetka motioned to approve the revised bylaws (M. Henningsen second). The motion passed (21, 0, 0).

COMMENTS/QUESTIONS FROM SENATE MEMBERS

M. Henningsen commented that the SUNY Student Mobility Committee is developing a process of reviewing and revising SUNY transfer paths. There will be a survey sent to campus governance leaders regarding any issues with SUNY transfer paths. Once the surveys are completed, the committee will engage in a three-year review of transfer paths, beginning with those paths that have the most issues.

ADJOURNMENT

The meeting was adjourned by common consensus at 4:01pm.

NEXT MEETINGS

The next meeting of the College Senate will be **Monday, May 14, 2018, at 1:00 p.m. in IT 225.**

The next meeting of the Senate Advisory Committee will be Tuesday, August 28, 2018, at 2:30 p.m. in PH 304.

Respectfully submitted,
Anna Radlowski

SENATE REPORT
MAY, 2018
DIVISION OF STUDENT AFFAIRS

- The College hosted our coaches from Guided Pathways and Achieving the Dream in the last several weeks. Although we are still waiting for their summary review, their comments indicated that the College is doing very good work. Both sets of coaches were impressed with the level of collaboration between Student Affairs and Academic Affairs and remarked on the energy that they felt was palpable with respect to the work that is being accomplished.

As we will be entering our 5th year with Achieving the Dream in September, we have opted to have the ATD coach visit one time a year vs. two and the structure within ATD has changed such that we will only have the Data Coach going forward. Previously we had both a Data and Leadership Coach.

The College will be applying for Leader College status with ATD and the criteria that must be met in order to qualify is significant increases in key student success markers. We have accomplished that with our graduation rates.

- There is a tremendous amount of good work happening with Guided Pathways. We are on schedule with our efforts in curriculum mapping and the wrap around services required by Student Affairs is in progress as well.
- Deliberate collaborations between Divisions of Student and Academic Affairs are also resulting in the planning of a second joint retreat to work together on a shared strategic plan. The retreat will occur in June.
- The Student Success Council has had a productive year and rather than re-communicating all of that here, please see the attached Annual Summary.
- The Advising Team, in collaboration with many academic departments, has expanded administrative registration for continuing students. Administrative registration means that we create a schedule for the student, then notify him/her that the schedule is ready to review. This is in lieu of waiting for the student to register on their own. This resulted from a pilot with PSAT and Art that is now gaining momentum across both academic schools. The goal is to impact enrollment with this stubborn cohort of students that has tended to wait late in the process which is difficult for course planning.
- The Office of Records and Registration has been working on a new service for students – Transfer Finder. Staff from this office and IT are setting up Degree Works to add a new tab labeled “Transfer” to assist students who are transferring out to other SUNY colleges. This new tab shows the student how the courses taken at MVCC will transfer to another SUNY college. This is being rolled out to students during the month of May 2018.

- There are 813 candidates for graduation for spring 2018 and 72 for summer. Communications have been sent to Associate Deans of missing graduation requirements such as DGV.
- Title IX – SUNY General Counsel has informed all Colleges and Universities that we shall adopt the Uniform Sexual Harassment Policy which will contain provisions for consensual relationships by July 1, 2018. We are waiting for the official policy language. We anticipate that our current Title IX procedure will suffice. The information that we have to date is below:

Whereas when SUNY faculty and staff members exercise power and authority over SUNY students and employees for whom they have current supervisory, instructional, or other professional responsibility, a power imbalance is created which makes consent within any sexual or romantic relationship between them problematic, and may impede the real or perceived freedom of the student or employee to terminate or alter the relationship; and

Whereas a sexual or romantic relationship under the conditions set forth above may result in a loss of objectivity and create a conflict of interest in any evaluative, supervisory, instructional, or other professional role; now, therefore, be it

Resolved that all State-operated campuses and community colleges shall adopt the uniform Sexual Harassment Policy Statement attached to this Resolution to notify victims of SUNY's no tolerance policy for illegal behavior, local, and/or State entities or appropriate campus officials to ensure proper investigation and discipline in accordance with each campus's policies and process; and, be it further

Resolved that SUNY's Sexual Harassment Policy Statement shall be widely publicized to all students, faculty and staff subsequent to its adoption; and, be it further

Resolved that on or before July 1, 2018 all SUNY campuses shall widely disseminate to their campus communities a consensual relationship policy which will:

- Apply to all faculty and staff engaged in relationships with students or other campus faculty or staff where there is an actual or perceived power imbalance because of supervisory roles of participants in the relationship;
- Prohibit consensual relationships between faculty and students where there is a direct supervisory relationship, or where the student's course of study requires the academic or professional supervision of the faculty member;
- Require for faculty relationships where there is a direct supervisory relationship that the faculty member in the supervisory role inform his or her divisional supervisors and the Director of Human Resources or equivalent of such relationship so that alternative supervision can be arranged;

- Require that for relationships in the campus workforce there be alternative supervisory roles to ensure that supervisors in a consensual relationship with an employee be removed from any evaluation of the employee, and from any activity or decision that may appear to reward, penalize, or otherwise affect the employment status of the employee;
- Make allowances for pre-existing relationships or marriages provided that reporting of the relationship and alternative supervisory relationships be established; and
- Require that discipline be imposed for any individual failing to follow the terms of the policy, up to and including termination; and, be it further ***(please note the official communication ended here so we will all stay tuned).***

2017-18 Academic Year Summary
Student Success Council
Council Co-Chairs – Dina Radeljas and Stephanie Reynolds

Council Purpose

The purpose of the Student Success Council (SSC), formerly the ATD Core Team, is to act as the Steering Committee for all college-wide student success initiatives; to coordinate, support and leverage resources and to provide communication to the College.

Issues Considered

- Who are we as a council? What is our main role?
- How does the council become aware of the different student success oriented initiatives and programs that are at the College?
- What is the value added to the key stakeholders of those initiatives and programs coming to present to SSC?
- How do we communicate work from council to others at the College (communication plan)?
- How do we track recommendations that we make or collaborations that we suggest to further student success at the College?

Major Activities

1. Sorted through the ICAT and Loss Momentum Inventory results to categorize the different programs and initiatives that the College has.
2. Once the Council categorized the different programs/initiatives the Council then proceeded to place them into one of the 4 pillars under the Guided Pathways: Clarify the Path, Get on the Path, Stay on the Path and Ensure that Students are Learning.
3. After categorization was completed the Council proceeded to arrange the programs/initiatives into an order of “significance” and started inviting some of the teams to come and speak about their program at the SSC meetings.
4. The Council developed a template to distribute to the programs to help shape their presentations for the council. Based on the feedback from the programs that have presented to the Council; the template was discontinued but three major questions were formed to capture the needed information including the metrics of that program/initiative. Those questions were: 1) What is your goal; 2) How do you know that you are achieving it; 3) What specific measures are you utilizing?
5. During the Spring 2018 semester 5 programs/initiatives have presented including; the ATD Reading Team, Career Services, Advisement, Pathways to Graduation Project (PGP) and the Curricular Mapping of Guided Pathways.
6. The Council provided feedback to each team that presented with an emphasis on “how can SSC help”
7. Summer and Fall plans: Development of an Institute for May 2018 on the overview of SSC. Anticipated development of a MVCC Dream Scholar recommendation and the submission of a proposal for Dream 2019.

Significant Recommendations:

- The Council is in the preliminary stage of hearing from student success programs and initiatives. Requests and recommendations are coming to the Council for assistance. It is anticipated as we continue our work that specific recommendations will be coming from the Council to programs or initiatives for assessment, collaboration, expansion or something different. Some recommendations may be forwarded to Cabinet in the future should resource allocation requests become indicated.