

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COLLEGE SENATE AGENDA
March 6, 2020
VIP Room**

CALL TO ORDER

- Roll Call
- Introductions
- Welcome Guests
- Public Comment (if any)

UPDATES

College Senate Chair(s) update

APPROVAL OF MINUTES

February 14, 2020

PRESENTATION

Wellness Council-P. Tvaroha and M. Keichle

REPORTS

Executive Branch representative

ACTION ITEMS

TC Core Requirements-Level 3 Vote

Formation of an ad hoc review committee-Senate By-laws

ADJOURNMENT

FOCUS FOR THIS YEAR

Implement new by-laws of the College Senate

Next College Senate Meeting

Friday, March 20, 2020

at Noon

The Board Room

**Tompkins Cortland Community College
College Senate
Unapproved Minutes
February 14, 2020**

CALL TO ORDER

- J. Walz-Koeppel called the meeting to order at 12:02 p.m.
- J. Walz-Koeppel welcomed the guests.
- There were no public comments.

Roll Call

Present: A. Ahola, D. Bethoney, K. Block, A. Decker, T. Evener, S.K. Hector, G. Sikora-Gammage, G. Isaacs, A. Martin, G. McMinn, R. Sarachan, L. Seyfried, J. Walz-Koeppel, and P. Tvaroha

Excused: S. Abbey, A. Maroney, R. Rice

Unexcused: R. Chapman, M. Lopez, B. Sweeney, and J. Thayer

Guests: G. McCalley, E. Sambolec and K. Ligas

ANNOUNCEMENT

J. Walz-Koeppel announced that as part of this year's Panther Pantry food drive they would like to include a toiletry drive. G. Isaacs stated that at the end of each semester they go through rooms that are vacant and remove a lot of extra toiletries that they may be able to share with the food pantry.

A. Ahola discussed the Chancellor's Awards process and how we need to review how the process works/doesn't work and then the process will have to be added to our by-laws. This needs to be completed before the end of this semester.

APPROVAL OF MINUTES

G. Isaacs made a motion to approve the minutes from the November 22, 2019 and December 6, 2019 meetings. Seconded by K. Block. Motion approved.

PRESENTATION

L. Seyfried and P. Tvaroha recapped the January 14, 2020 FLCCC meeting and the four subcommittee's information:

ASA (Academic & Student Affairs) Committee:

- They are working on a guided pathways guidance document for faculty. There is a survey that will be going out first.

CSL (Campus & Student Life) Committee:

- They are sending a response to the chancellor regarding her response (or lack of) regarding the creation and movement of a gender inclusivity taskforce. This is more of a reminder to get the ball rolling.

- Looking closely at retention initiatives and best practice on campuses. We created the questions for the survey at the meeting and following executive committee approval, would be sent out to all campuses with a tentative target response date of 3/13.
- Looking at student housing P&P/best practices on campuses. This will include meal plans/food services. Right now they are creating a spreadsheet of all housing policies for analysis and then will send a survey.
- We listened to a presentation on the ACE military evaluation program. Basically, this program is funded by the DOD and reviews military credit to see if it can translate to college credit. The problem is translating this military credit and seeing where it fits within offered courses and programs. Some members did not know what it was and they were not sure all campuses were accepting ACE credits. Additionally, there was some confusion on how to evaluate ACE credits on a transcript. There is an ACE website with a FAQ area but the SUNY ACE rep/expert (Michelle Spyers) who spoke to us is looking into making a tips sheet and ensuring each campus has an ACE rep.

CPD (Communication & Professional Development) Committee:

- They are working on a PowerPoint to better educate campuses and advertise the FCCC roadshows. They are also creating a briefing book for FCCC members.
- They are currently creating FCCC binders to be given to campus administrators (president/provost) explaining FCCC's mission, vision, and position statements. They will orient FCCC reps to the binder and the expectation is that the campus reps will then orient their campus administrators to this binder. They also recommend we add our own shared governance bylaws to this binder.

Governance:

- They are working on a position statement announcing principles on open and legitimate searches and faculty inclusion, below the presidential level.
- Working on by-law revisions.

EXECUTIVE BRANCH REPORT: No report.

ACTION ITEMS

E. Sambolec reviewed the Survey and Research Committee Charge (see attached) to be put forward for a Level 3 vote. Questions were asked of E. Sambolec. R. Sarachan asked if there were parallel committees at other institutions. E. Sambolec stated that there are federal guidelines in place for federally funded research. They chose not to call their committee that. Very few schools have a technical review board. Larger schools do but smaller ones our size not so much. A. Decker asked if part of this committees' responsibility used to be completed by an employee who retired. E. Sambolec stated yes and that this committee will better be able to look at the methods and mechanics of research proposals, survey tracking, etc. R. Sarachan made a motion to approve the new Survey and Research and Committee charge, seconded by G. Gammage-Sikora. Motion approved.

ADJOURNMENT

R. Sarachan made a motion to adjourn the meeting 12:55 p.m.

Survey and Research Review Committee

Article 1

Function

- a. General statement or purpose statement: This body would do the following: allow the College, through the Provost's Office, to review research proposals; track survey/research taking place on campus; provide best practices for survey creation and administration to faculty, staff, and students; review definitions and guidelines related to compliance with federal and state policy.
- b. Subcommittees: will be formed as needed
- c. This committee is responsible for meeting to review and keep track of research/proposed research on campus, ensure it adheres to relevant ethical and legal standards, provide support to students, faculty, or staff on improving the construction and administration of survey instruments as well as timing and scheduling of surveys on campus.

Article 2

Membership

- a. Membership distribution: Associate Provost/Director of Institutional Research, at least one Staff member from Office of Institutional Research or their proxy, at least two Faculty members: preferably one from a science field and one from humanities/social science, one or two staff members from various areas of the College.
- b. At this time no student members are recommended
- c. Members will be invited by the Chair and/or Associate Provost based on qualifications and interest
- d. Term of office: two years renewable terms
- e. If a member is unable to complete his or her term, the member must nominate a replacement.
- f. Removal from committee for non-participation: Committee shall have the right to remove member for non-participation. There shall then be a hearing to discuss member's non-

participation. All members shall then vote. A simple majority vote is required for removal.

- g. Note taking responsibilities: IR staff member

Article 3 Chair

- a. Chair is appointed by Provost or Associate Provost.
- b. Terms of appointment: two years, renewable term
- c. Duties of chair: setting schedule, leading meetings, dissemination of information to the College, setting goals for committee each semester in consultation with IR

Article 4 Meetings

- a. Regular meetings will be set by chair. Meetings shall take place once a month but may be canceled by chair. Timeline for meetings will be assessed after each semester. E-meetings may be possible acceptable alternative to in-person meetings once process is in place to share comments.
- b. Special meetings may be called by chair
- c. Quorum: half + 1
- d. Meetings are generally not public due to confidentiality, but individuals may request to attend meetings. Committee reserves the right to invite or refuse individuals on an as needed basis.
- e. Notes and agendas will be posted but only for nonconfidential matter. Otherwise notes are collected and held internally for confidentiality.

Article 5 Changing the Charge of the Committee

- a. Amending the charge needs 2/3 vote.
- b. Committee reviews its work annually and reports to Associate Provost/Provost.

Tompkins Cortland Community College Core Requirements

Proposal:

Remove the Tompkins Cortland General Education Requirements and create a list of required courses for all programs as detailed below.

The following courses shall be required in all programs (A.A., A.S., and A.A.S.), unless an exception is approved by the Provost of the College:

Tompkins Cortland Community College Core Requirements (18-24 Credits)

- ENGL 100 (if required), ENGL 101, and either ENGL 201 or ENGL 204: 6-9 credit hours
- A minimum of one 3-4 credit hour course in each of the following areas: humanities, mathematics, natural sciences, and social sciences: 12-15 credit hours

Please note that all A.A. and A.S. programs must follow SUNY guidelines for GEN ED.

Rationale:

This proposal allows the College to maintain the current list of required courses, while separating that list from Institutional Learning Outcomes.

The current TC3 General Education Guidelines (listed here:

<https://www.tompkinscortland.edu/academics/general-education>) are a combination of a) required courses to take in all programs and B) Institutional Learning Outcomes. However, those two entities should be separate.

The Academic Assessment Committee will propose Institutional Learning Outcomes that are not tied to any specific classes. This helps avoid a check-the-box assessment approach, and it allows faculty to craft learning outcomes that are more specifically geared towards program-specific needs.