

College Council Minutes

TUESDAY, April 2, 2019

1. **Call to Order/ Roll Call**

**Present:** Matthew Dubois, Claudette Dupee, Maria Niswonger, Jenna Cole, Brittany Heaward, Peg Wheeler, Barbara Finkelstein, Allyson Mansfield, Joan Ludwig, Audrey Gup-Mathews, Tom McGinn, Paula Gagnon, Maureen Michaud, Jason Arey

**Absent:** Heather Lewis, Jane Kimball Foley

**Call to Order** by Maria Niswonger at 12:30 pm

1. **Approval of Minutes:**

Motion by Peg Wheeler

Seconded by Claudette Dupee

Unanimous approval

1. **Approval of Agenda:**

Motion by Peg Wheeler

Seconded by Brittany Heaward

Unanimous Approval

1. **Reports of officers.**

**4.1 President’s Report:**

* 1. The search Committees have been interviewing and making final decisions for the Payroll Coordinator and the Director of Human Resources positions.
  2. **The Business Faculty search is ongoing.**
  3. The President will be traveling to River Valley Community College in New Hampshire on April 7th for their Accreditation.
  4. Dr. John Cox of Cape Cod Community College will be leading our Accreditation Team and will visit the campus on May 10, 2019.
  5. The 10th Annual Toast of the Coast will be held this Thursday at 5:30 pm in the Pratt & Whitney Building.
  6. Student of the Year Awards will be presented by the Maine Community College System (MCCS) on Wednesday, April 25th in a ceremony held at the Maple Hill Farm Inn in Hallowell, ME..
  7. The Senior Banquet will be held on April 26th at Spring Hill in South Berwick, Maine.
  8. Commencement will be at 10:00 am on Saturday, May 11th at the Ogunquit Playhouse.
  9. A Master Plan Public Forum will be held on April 25th in the Hannaford Lecture Hall.

1. **Reports of Standing Committees.**

**5.1 Advising Committee:**

A template of the Bylaws has been sent to the Committee Members for review.

**5.2 Assessment Committee:**

No report at this time.

**5.3 Curriculum Committee:**

There are no updates at this time.

**5.4 Online Learning Committee:**

The Committee is developing online orientation for new faculty so it aligns with the quality rubric from the Online Learning Consortium for a consistent approach when developing new online courses.

**5.5 Policy Committee:**

This Committee is on hiatus until a new H.R. person is hired.

**5.6 Assessment Committee:**

No report at this time.

1. **Reports of ad hoc committees.**
   1. **Achieving the Dream:**

There is one more year left in the in the process. There is no further update at this time.

* 1. **NECHE update:**

Five Standards have been reviewed and have gone back to their Committees. Four Standards have not gone back to their respective Committees. The Standards will be posted online within the next two weeks. The rough draft will be sent to NEASC by May 15th.

1. **Public Comment.**
2. Alcohol and Distracted Driving Event will be held in the Mid Café on April 9th and April 11th. The event is open to the whole campus.
3. Rob Klaiber met with Paula Gagnon to discuss Summer and Fall Workshop Titles so that there will be no confusion over credit and non-credit offerings.
4. On Tuesday, April 9th the College will be holding an Open House in the Pratt & Whitney Building from 5:30 pm to 7:30 pm.
5. **Unfinished Business.**
   1. **Deleting mention of “steering committees” from College Council Constitution:**

Maria opened the discussion by asking if there were any concerns of considerations regarding the proposed changes to the Constitutions.

* 1. Claudette asked if on Page 13 section 4 should the information be viewable to the public. Stacy explained that the information is public and is located in a link on the President’s page and also under the Governance link.
  2. Maria asked if on page 6 under Scope Of Work should the following wording “which is led by the Associate Dean of Institutional Research and Planning“ be removed. Open discussion ensued and it was decided that that phrase should be removed.

A motion was presented that All Changes to the Constitution are approved as sent to the Council Members with the exception of deleting the reference to the Associate Dean of Institutional Research on page 6 under Scope of Work and All Changes to the Bylaws are passed as amended.

Motion by Peg Wheeler

Seconded by Tom McGinn

Unanimous Approval

1. **New Business.**
   1. **Charlie Galemmo: Development of a YCCC course cancellation policy**

Charlie opened the discussion with the following points:

The Faculty Senate is asking for a firmer course cancellation policy.

Changes due to the Adjunct contract means cancelling sooner.

Students are negatively affected.

Charlie was looking to see if a committee could be formed to address this issue.

Dianne Fallon opened a discussion on teaching courses at reduced pay. Of the ten classes taught on reduced pay 8 were taught by Adjuncts and 2 were taught by Faculty. Teaching at reduced pay is in violation of the Union Contract. Maybe we should run classes with less students.

Paula Gagnon explained that the goal is zero cancellation. The courses should run if they are new or needed for Graduation. We can cancel later for courses taught by adjuncts but there is a fine.

A long discussion ensued regarding Adjuncts and course cancellations;

Claudette asked what time the courses that are cancelled would have been held – is it a specific time?

Brittany Heaward said we should look at the programs – they are based on full time but most students are part time.

Paula said if we cancel early there is the opportunity to work with the students to find alternatives. Claudette and all of Student Affairs do a good job of this.

Stacy Chilicki said that we advertise to the general public that we offer open enrollment but in many cases the actual cohort does not start until the Fall semester and this does feel in some ways like a bait and switch.

Brittany spoke about student needs and instructor availability. There needs to be a level of trust that this course will run.

Maria said that in some areas, such as Chemistry, it is difficult to find an adjunct instructor with the correct qualifications. Peg Wheeler said this is also an issue with Vet Tech.

Brittany asked why we were offering courses when we do not have an instructor.

Paul said that was because there was not an Adjunct Representative.

Jason Arey talked about ghosted courses. Student Affairs keeps track when there are obstacles to registration to see if there are trends and then talks to Academic Affairs to see if another section can be opened. In Fall 2017 twenty-two students left and never came back – if students can’t get the courses they want they go elsewhere.

Peg Wheeler said it is not on the Adjuncts to accept lower pay – she has taught a class at reduce pay and it is just as much work even with the smaller class size.

Charlie said that private dealings to negotiate price is illegal in Maine. We should look overall not just at individual classes before making cancellation decisions.

Dianne said that a zero cancellation policy is unrealistic and let’s work with students – 5 or 6 in a class may be enough to run some courses.

Charlie offered that we may need to look at course structure regarding Fall or Spring start. Concerns were voiced that separate start times meant smaller enrollment thus leading to cancellations. Charlie asked if we should form an Ad-hoc Committee.

Maureen Michaud asked why matriculating students wait until the last week to register.

Jenna Cole asked if there was a report on the times when people register for classes.

Jason suggested looking at a time frame to see how many students registered and whether they are matriculating.

Claudette Dupee suggested a survey to find out what our students need.

Joy Locher noted that there is a blurb in our information that students sequencing in the Fall or Spring may take longer to graduate.

Charlie said we need to have a retail attitude and be accessible to people when they want it.

Jen said that students take the path of least resistance.

Stacy Chilicki offered that accessibility is the overall issue to registration. Can they pay online? They can purchase that course anywhere if we are canceling.

Paula offered that under President Finkelstein’s leadership the College went from 3 starts a year to 10 starts a year. From 1 to 3 new certificates or programs a year. Paula ended by stating maybe it is time to do a survey.

Barbara Finkelstein announced that the growth is in the 7 week courses.

Maria Niswonger announced that Charlie had opened a conversation on developing a class cancellation policy and it has morphed into everything that affects students. She asked the Council if they wanted to create an Ad-hoc Committee to look at course cancellations and report next meeting. She continued by asking “how do we distill down these ideas and write them up and present them to the President? Should this be like the Advising Committee?”

Brittany Heaward asked if we were double dipping and did we need a committee.

Maria confirmed with the council that they did not wish to form an Ad-hoc Committee at this time.

Brittany asked if there was any follow-up from the reach out to the College community about individual departmental actions taken during the Enrollment Crisis.

Maria distributed a handout consolidating the input she received from some of the Council members.

A motion was made as follows: Each division head will reach out to their constituents to get feedback on what they did during the enrollment crisis of December (2018) and January (2019) that work and what they need going forward.

Motion by Brittany Heaward

Seconded by Jenna Cole

Vote: One abstained. One no. Eight yes.

Motion passed.

1. **Meeting Adjourned at 2:00 pm:**

Respectfully Submitted: Allyson Mansfield