

College Council Minutes

Tuesday December 5, 2017

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

**Present:** Paul Archer, Sam Ellis, Barbara Finkelstein, Audrey Gup-Mathews, John Hall, Tom McGinn, Maureen Michaud, Maria Niswonger, Peg Wheeler

**Absent:** Jason Arey, Jenna Cole, Claudette Dupee, Joan Ludwig, Michael Oliver

**No Quorum**

1. **Approval of Minutes**

No Quorum

1. **Approval of Agenda**

No Quorum

1. **Reports of officers**

**4.1 President’s Report**

* 1. Thanked everyone involved in Capacity Café.
  2. Shared feedback from coaches:
     1. Pleased with café, well attended, good discussion
     2. Pleased with core team’s progress
  3. Asked Deans to share with managers about budget reductions of 3-5%
  4. Will attend the NEASC Annual meeting next week.
     1. Will learn about policy updates from DC
     2. Judith Eaton will give an update on accreditation nationwide
  5. Will phone into Presidents’ Council Meeting at EM next week
  6. Strategic plan will be posted online. Commends Strategic Planning Committee for their work
  7. Gave a brief update on the fire alarm incident from last week. No fire, no smoke, an equipment failure. Mark will send out a report.

1. **Reports of Standing Committees**
   1. **Strategic Planning Committee**
      1. Update: working with marketing to brand the plan; committee will vote on graphic theme
      2. Update: wooden plaques around campus, and all other places where parts of the plan appear, will be updated; (Mission, Vision, Core Values)
   2. **Policy Committee**
      1. Has met once to consider academic policy making
      2. Had not received any other Request for Action on policies
      3. Chair asked for feedback on whether the committee should send out reminders of meetings and deadlines for action forms. Answer: Yes.
   3. **Curriculum Committee**
      1. Update: Committee has met regularly this semester.
      2. Has approved 8 new courses; 3 program changes; reviewing 1 new degree and 1 new certificate
   4. **Assessment Committee**
      1. Has met regularly this semester.
      2. Has put together a survey to be administered in Spring Semester to faculty on how the Institutional Learning Outcome on Global Awareness, Diversity, and Tolerance is being incorporated into courses. Shared a sample survey; will report back.
   5. **Health & Safety Committee**
      1. No report; no members present.
   6. **NEASC Self-Study Ad Hoc Committee**
      1. Standards committees have been formed and are meeting
      2. On Portal>About the College>Accreditation>link with most recent reports and responses, and 10-year report, list of committee members. Will be kept up-to-date.
2. **Reports of ad hoc committees**
3. **Public Comment**
4. **Unfinished Business**
5. **New Business**

9.1 **Modification to Curriculum Committee By-laws**

Committee recommended making a change to the wording of meeting time in bylaws.

Discussion: makes sense.

**Motion** to accept the changes to meeting times in bylaws as recommended by the Curriculum Committee.

Motion to Endorse: Peg Wheeler

Seconded by Maureen Michaud

**Motion will be put to a vote via email.**

**9.2 Should the “Cornerstones of Governance” survey be done in 2018**

Audrey Gup-Mathews reviewed the conversation from College Council’s last meeting regarding concerns about the functionality of College Council and the strength of the cornerstones of governance. This discussion is also relevant to the NEASC Self-Study, Standard 3.1.9: “The effectiveness of the institution’s organizational structure and system of governance is improved through periodic and systematic review”.

Shared history of survey. Recommends that we run the survey early because NEASC is due in 2019, plus the fact that, in 2014, scores were down from the 2009 survey, to get a current idea of how things are working.

Discussion:

* It would be good to have a snapshot for NEASC, but not just so we can get better scores.
* NEASC doesn’t care about the scores; they care that we have a process of evaluation.
* Is there a downside to doing it early? Consensus: probably not. The “every 5 years” was fairly arbitrary.
* What steps have been taken in the past to address any issues. Were they documented?
* Steps had been taken. Gave some examples. Steps were documented in the last NEASC report.
* Who will administer? Survey Monkey; survey is probably still there? Erin has login information.
* Should we have an ad hoc committee to review what’s been done before sending it out again? What steps had been taken in the past? If scores were down, what did we do about it?
* We should have a plan on what to do with the data, once we get it.

**Motion** to administer the “Cornerstones of Governance” survey, earlier than planned, in 2017/2018

Motion: Tom McGinn

Seconded: Maria Niswonger

**Motion will be put to a vote via email**.

**9.3 Health & Safety**

Maria Niswonger followed up on her task assigned at the last meeting to get up-to-date information on all standing committees. Focus on the Health & Safety Committee. She would like to resurrect and getting it functioning again.

Discussion:

* History from Mark Paradis: in 2016/17: committee had low attendance, not a lot of work to do, committee fizzled.
* Maria raised a concern about the fire alarm last week: communication and follow-up would be good. Health & Safety Committee could play a role in that.
* There have been changes on campus: We now have a Health & Safety/Security manager; we also have an Emergency Response Team. Should they report out at College Council regularly? Do those groups replace the committee function?
* Agreement that if information isn’t getting out, the Health & Safety Committee could play a role in that.
* Stacy Chilicki shared a story about the Health & Wellness group (working on the walking trail): They seem to think they are a part of the Health & Safety Committee. What is the connection?
* Maria brought up the issue of the note taker. Bylaws require a note taker; was an issue for the functioning of the committee. Members had to volunteer; discouraged full participation.
* Good vehicle for input and passing on recommendations.
* Health and safety expertise on campus now, but a feedback mechanism is useful.
* Audrey Gup-Mathews asked if the Health & Safety Committee is where issues like lockdowns are discussed along with larger college issues. Those fall under authority of Emergency Response Team and Security, but the community could bring concerns about Health & Safety Committee for discussion.
* Are there any reasons to let it go?
  + If we can’t fill other committees, how will we fill this one? Would need 3-4 members plus note taker. Consensus: we can find members.

Motion to reorganize and resurrect the Health & Safety Committee:

Motion: Peg Wheeler

Second: Maria Niswonger

**Motion will be put to a vote via email.**

**9.4 Vote on what the composition of the spring calendar for the next two academic years**

Maria Niswonger brought up the issue of spring breaks for the 2018/2019 and 2019/2020 academic calendars.

* Faculty and Student surveys show majority preference for two breaks (February and April).
* Concern: it is challenging for students to find childcare during the one-week break. Two-week model fits the needs of the majority of our students.
* Peg Wheeler agrees; it’s a hardship for our students
* Nick Gill: we have done 3 surveys; showed a split (50/50 split roughly). 3rd survey was charged. Mentions seven-week terms: the two-week breaks would impact our ability to run those.
* Jess Massi: questions the impact on the 7-week terms.
* Brittany Heaward: look at the data. Be aware of who our population is.
* Maria Niswonger reiterates the challenge of child care.
* Jen : concern re: the Monday holidays. M/W classes take the hit without the breaks. Peg Wheeler strongly agrees.
* Dianne Fallon: recommends reading the comments on the student survey.
* Research shows that 3 campuses are on the 2 week plan; 4 campuses on the 1 week plan
* Paula Gagnon adds a process comment: this discussion has to go through Faculty Management Committee.
* What is the process for dealing with the impact of only one break? Can the time be made up? Online, hybrid, extra week?
* Look more carefully at data and ask what works for the students.

Motion to request that the administration report back to College Council on what data was used to decide on the calendar.

Motion: Maria Niswonger

Second: Peg Wheeler

**Motion will be put to a vote via email.**

**9.5 Online Learning Consortium’s Quality Scorecard**

Doreen Rogan gave an update on the Quality Scorecard that was administered last spring to faculty and staff:

* An ad hoc group met to review and score.
* College scored 83 out of 225 total possible points (Unacceptable).
* Results showed that we are weak on documentation.
* Goal to re-administer scorecard every two years.
* Shooting for a 100 point increase by 2020
* Recommends establishment of a standing committee for online education
* Discussion re: committee formation. 7 anticipated members, including note taker.
* Ad hoc group has agreed to continue to meet.
* Consensus: strong need for a committee like this. Doreen will move forward and formally propose the committee in the spring.
* Clarification: Not connected with online grant.

**9.6 Summer Session Schedule**

* Consulted enrollment data and student success data from last summer.
* Made recommendation to change summer session to 2 7-week terms, based on data.
* Courses will meet twice a week.
* Question: how will lab classes work? Answer: they will meet for 14 weeks.
* There will be no week in between the two session: Question: What will happen with classes that have prerequisites? Answer: Those won’t be run.
* Question re: what data was used? Nick Gill elaborated.
  + Students liked short terms, but 4 days a week not popular
  + New schedule aligns with success rates and fill rates from fall and spring semesters
* Question re: the second summer term. Very low enrollment. Will we evaluate that? Answer: Yes.

**10 Announcements**

Dianne Fallon: thought this was a lively, robust meeting. This is what it should be

**11 Meeting adjourned 1:52**

Respectfully Submitted:

Amber Tatnall

Formatted by Allyson Mansfield