

Governance Council Meeting

May 26, 2023

2:00-3:00 PM, STC-182, REMOTE via Zoom

Minutes

Attendees: Dr. Klauber, Amanda Miller, Vidda Beache, Eric Byers, Tanda Emanuel, Carlee Ranalli, Eric Schwartz, Heike Soeffker-Culicerto, Michelle Shank, Beth Kirkpatrick, Theresa Shank, Lore Kuehnart, Sonjarae Cross, Alicia Henson, Dawn Schoenenberger, Jake Klauber, Ed Sigler, Christine Ohi-Gigliotti, Sean Wynkoop

Not present: Laura Renninger and Harald Jazdzieski

Guest: Kendra Perry

Called to order- 2:02 p.m.

1. Approval of minutes from January 27, 2023 meeting- motion by Eric S. with second by Lore K.
2. Remarks from the Chair- welcome student rep (Jake Klauber), reminder that this is the last meeting for the 22-23 academic year and thanked everyone for their work this year
3. Policy updates
 - a. February 2023- Board of Trustees By-Laws (#2010)- made changes to be more consistent with open meeting act
 - b. May 2023- Hazard Communications Plan (#8042)- Safety Committee successfully developed and implemented plan
4. Review of research requests- Now called research requests because it is not a charge at the time of submission; calling them charge proposals at first can be confusing. The spreadsheet is now available on the Shared Governance website, and will be updated as requests are received.
 - a. Move D&I to shared governance- There is nothing in the governance guide that dictates how committees should be formed. Dr. Klauber and Dr. Ranalli recommend that the Governance Council vote on the issue. Dr. Klauber noted that having a D&I committee might duplicate some of the functions of other committees and pull charges away from the existing committees. Currently, the DEI committee discusses events and other initiatives around campus, but are not necessarily involved in policy.

Eric Schwartz- Charge was brought because of a perception that DEI committee only does one event, and should probably do more.

Dr. Ranalli- DEI committee has been busy, working on trainings, surveys, proposal form. Further discussion – DEI committee doesn't work on policy, can be like other groups which work outside of shared governance committee. Policies related to DEI can go to an existing committee (for example, student pronoun policy was addressed by an existing committee). Additionally, if a charge arises that needs a DEI committee to address it, an ad hoc committee could be used.

Resolution- Motion to table until next meeting, invite DJ Madron to attend to provide more information: approved (motion by Dean Shank)

- b. Make menstrual products available in men's rooms
 - Dr. Klauber- this issue was thoroughly addressed by the Student Affairs committee last year, and menstrual products were placed in women's restrooms. There are other resources aside from the women's rooms for students to access free menstrual products. Additionally, to his knowledge, no other MACC institutions do this. There was an incident with multiple tampons clogging a toilet in the men's room previously on campus, so there is concern that free products in the men's restroom will cause further issues. No incidences have been reported in women's restrooms. A lot of faculty and other offices provide menstrual products to students.
 - S. Wynkoop- the intention behind the charge is well-meaning. There was a suggestion to look at options to increase awareness of where products are available
- c. Course repeat policy- Dr. Warner addressed this via email. Seems to be resolved.
 - Dean Shank asked about course repeats in non-credit. WSCE needs some direction and/or to be added to the policy for programs like CNA/GNA.
 - Discussion- This policy is course-by-course. It is recommended that a non-credit policy be included in the program handbook.
- d. Pre-requisites and grades- Dr. Warner addressed this via email. Seems to be resolved.
- e. Review of shared governance
 - S. Wynkoop- There have been some ambiguities in the guidelines as well as inconsistencies between the committees in terms of meetings.
 - E. Schwartz- Co-chairs should equally carry responsibility; in some committees the administrative co-chair has more of a leadership role.
 - Dr. Klauber- More training for shared governance seems to be needed; more regular meetings should be encouraged.
 - T. Emanuel- Minutes need to be on website for Middle States.
 - A. Miller- When we consider how to train people, it is better to have a discussion rather than just materials.
 - L. Kuehnart- Also request clarifications on selection of co-chairs, meetings should occur regularly to encourage interactions.
 - E. Schwartz- Should review committee guidelines in light of Middle States Standards Resolution- No action taken
- f. Program Coordinator duties
 - A. Miller- Points are calculated for year prior to the year the work is completed. Calculation of the points seem to impact a lot of program coordinators differently. Points refer to a formula related to credits and/or release time, adjunct/full-time in department, physical space.
 - Dean Shank asked if this relates to program managers.
 - D. Schoenenberger - No. This is just related to credit faculty. Is this policy, or procedure?

Dr. Ranalli- Dr. Warner said maybe this is related to policy because it can be seen as similar to promotion and tenure, so maybe it should be reviewed. After transition to new interim VPASS, this could be reviewed.

L. Kuehnart- Dr. Warner communicated the history with faculty assembly. Faculty would like to discuss this sooner rather than later, especially with changes related to the Blueprint.

Resolution- Faculty Affairs will review in the fall. Charge will be delayed until September, when we believe there will be more information available and an official interim VPASS.

g. Recycling contract

Dr. Klauber- There have been no changes to the recycling contractor (13 years). There have been some issues with neighbors putting trash in, but no knowledge of campus community issues.

Resolution- No action taken.

h. Hybrid courses and the Testing Center-Previously resolved.

i. AI and the classroom

K. Perry (guest)- A number of issues have already occurred with students submitting AI generated material and instructors have been contacting library for assistance in verifying citations. Guidance, policy, and/or syllabus statement would help support faculty and staff. Teachers need best practices.

S. Wynkoop- This, in addition to plagiarism policy and other related policies, should be reviewed. Policies need to be applied consistently to student work.

Dr. Klauber asked if this should be discussed as one large issue, or broken into multiple research requests.

K. Perry suggested one committee with subcommittees looking at Inter-related issues. Discussion- How does this related to academic integrity policy? What should be on syllabi? Difficulty with AI compared to plagiarism is that with plagiarism, you can point to the original source. With AI, should student be forced to prove they wrote it (instead of faculty proving that they didn't by finding the original source?)

C. Ohl-Gigliotti reference the Code of Student Conduct - Academic Integrity Violations - this could be reviewed via Policy 4040. Also, the Academic Integrity Policy 4045 should be reviewed by the same Shared Governance Committee meeting the charge.

E. Sigler expressed concern about proving innocence instead of proving guilt. Also, AI is here to stay- would it be better to incorporate rather than fight against it?

L. Kuehnart- Nothing wrong with incorporating it, but the academic integrity policy should still reflect that AI exists.

S. Wynkoop- TurnItIn is a tool, but isn't completely accurate. Many faculty are relying on it, but it should be evaluated for effectiveness. It also might not actually prove that AI wrote it. Assignments should be scaffolded in class to guide students to work without using AI.

A. Miller- If tools point to AI, and student has no idea what they turned in, that should be able to be addressed as an academic integrity issue.

S. Wynkoop- Maybe every committee should determine how this question impacts their area. Teaching & Learning should start.

Discussion- Faculty want best practices/guidelines. Response- that's not a policy issue. An institutional procedure requiring students to turn in sources will need to wait for a policy to be revised/created.

S. Wynkoop- There was a training on this today. Writing Across the Curriculum is addressing this. Faculty would like a suggested syllabus statement.

V. Beache mentioned a syllabus statement can come from Faculty Assembly, Academic Council, but not Governance Council. K. Perry can construct a statement to bring to her supervisor (Dean of Instruction).

A. Miller- No Honors Board hearings anymore and how are we addressing academic integrity violations? Syllabus is a contract- there needs to be something to back up faculty statements on syllabi.

Resolution- send Academic Integrity Policy for review to Teaching & Learning. (Related- Academic Integrity Violations Policy).

5. Committee Reports

- a. Teaching & Learning Committee (Vidda Beache, Sonjurae Cross)- new charge received: policy needed to address MD law to accommodate student religious practices. Committee reviewed policies from other institutions and talked about what they want to accomplish and what policies would be impacted. Academic Council and Faculty Divisions will be consulted before the next meeting.
- b. Academic Standards & Outcomes Assessment Committee (Laura Renninger, Amanda Miller)- Received approval from the Board of Trustees to limit students to two programs, form has been created for students who want to exceed two. The committee also provided recommendations for CCSSE and piloted new COG/POG forms.
- c. Curriculum Development & Review Committee (Sean Wynkoop, Dave Warner)- Mostly minor changes for this year. Both chairs will not be returning to the committee. New certificate in commercial music, dance was changed, Japanese added to languages. GenEd- added 3 credit science courses. Physics was overhauled for better transfer to four-years.
- d. Student Affairs Committee (Christine Ohl-Gigliotti, Alicia Henson)- Reviewed free speech and anti-discrimination policy. There is also a discrimination/bias/hate crime reporting policy. Committee is working to combine the two policies in 5032 and update to include third party vendors. Will need to make sure that policy number can apply to all and not just employees.
- e. Administrative & Information Technology Services Committee (Heike Soeffker-Culicerto, Ed Sigler)- Policies have been reviewed and there are more to work on. There was a question about when committee terms end. E. Sigler has completed two, two-year terms. Aug-June for two years but meetings are open if people want to attend even if they aren't serving. However, if there are no volunteers, potentially someone could serve longer.
- f. Campus Safety Committee (Eric Byers, Harald Jazdzieski)- hazard communications policy passed. Software was purchased and over 130 chemicals already loaded. D. Reed has online training from the insurance company. Hazardous waste cleanup companies are

being consulted and the EPA number needs to be updated. Lots of good progress due to this policy. Committee will be discussing recent law changes regarding marijuana use.

- g. Faculty Affairs Committee (Dave Warner, Lore Kuehnert)- No charges this year. Committee talked about taking up the program coordinator research request and policy 5040- sabbaticals in the future.
 - h. Institutional Assessment Committee (Carlee Ranalli, Tanda Emanuel)- no charges this year, active with guest speakers regarding SLOA, learning outcomes, PIE presentations, campus-wide surveys (CCSSE, graduate survey, diversity survey for fall).
 - i. Staff Council (Michelle Shank)- Support staff finished the first two-year term, six out of ten members requested another term, need 4 more people. A lot of discussion was on collective bargaining, a lot of questions were answered by Dr. Klauber at all staff meeting in March.
 - j. Ad Hoc Advising Committee (Eric Schwartz, Mike Martin)- E. Schwartz isn't actually co-chair, but is reporting. Committee was successful in implementing ConexEd and training for faculty. The group would like to continue meeting at this point because good work is being done. Dr. Klauber will update the charge to keep the committee for another year.
6. Old Business
- a. Updating committee membership- Dr. Ranalli discussed how is membership established. Names are forwarded from Faculty Assembly for faculty membership. Non-exempt positions are recruited through Staff Council. Some positions are specifically defined to reflect certain departments.
 - b. Send any suggested revisions to the Shared Governance manual, there is a plan to review next year. There are opportunities for clarifying/revising the manual. Send suggestions to Dr. Ranalli and a group will discuss in the future.
7. New Business/Questions/Discussion-
- a. Added a public spreadsheet tracking research requests to the Shared Governance site
 - b. Workshop on Shared Governance in the fall
 - c. E. Schwartz- upward evaluations have been discussed in faculty assembly, and it does not seem to be a functional system as it is currently outlined. It is not an anonymous process.
 - D. Schoenenberger- This will change next year from interim VPASS.

8. Concluding Remarks, next meeting- September 2023

Adjourned at 3:37 p.m.