

Faculty Caucus Meeting Minutes

December 2023

Faculty Caucus Meeting Minutes

Meeting Date: December 12th, 2023

Time: 2:30 PM

Location: Microsoft TEAMS (virtual)

Attendance:

A. Fried, A. Miller, C. Miller, C. VanNamee, C. Ehrlich, D. Sonne, E. Bush, E. Brindisi, G. Melendez, H. Palmiter, J. Suriano, J. Ireland, L. Williams, L. Charbonneau, M. Barlett, M. Faitell, M. Kuczynski, M. Cameron, N. Chrisman, R. Huyck, R. Wittenberg, S. Dar, S. Crocker, S. McCall

Meeting Guests: Jim Suriano & Rich Craft

Meeting called to order at 2:34 PM

1. S. Dar reviewed agenda.
2. **Academic Advantage Pack (AAP) Questions & Feedback: Guest:** J. Suriano & R. Craft
 - I. Reviewed responses from previous questions (*AAP Feedback* – form in TEAMS Folder)
 - i. School will send weekly emails to make sure students are more aware of program
 - ii. Landing page can be changed by A. Smajic if there is other information that students need
 - iii. T. Squires was on board with increasing communication to students
 - iv. R. Craft asked for feedback on email that was sent last week to students that was forwarded by T. Squires.
 - v. Please share feedback on the emails that come out every week – R. Craft said that they will change/alter the email to make sure the communication is in line with what Faculty is looking to have included.
3. **Prior Learning Assessment from FCCC:** A. Miller
 - I. Document shared in TEAMS - [PLA MTP Discussion PDF](#)
 - II. Policy is done, this step is for SUNY to write a memo on how to apply the policy
 - i. Concern – there is no language in the memo/policy that if we take a PLA how will that be transferred, you can't tell if credit was for PLA or not
 - ii. Need guidance, if we accept PLA, then other SUNY institutions should too
 - iii. Comments are due by 1/3/24 – trying to push back timeline (not likely to happen)
 - iv. Asking for input on memo
 - v. Has anyone been asked to evaluate PLA in the last few years?
 1. Most faculty answered no. Thought is that Deans are being asked to do this work.
 2. Need to ask questions and figure out what has been happening – will touch base with T. Thomas – he might have information. There is a 2020 document from T. Thomas and information on the website ([Credit by Examination Policy](#))


4. **Approval of November 2023 minutes:** E. Bush, moved to approve minutes finalized during meeting; S. Crocker, seconded.
Passed using TEAMS poll 18, 17 YES, 1 No, 0 Abstain
 - Discussion and amendments made:
 - Comments under open forum were reworded and more generalized

5. **Chair's Report:** S. Dar
 - I. VP Kahler
 - i. Will take more care next time a lockdown happens
 - II. VP Squires (met with C. Miller)
 - i. Phones – will work with IT about phones in rooms
 - ii. Regarding follow-up from Lockdown – if put in the situation again, there will be a follow up/debrief after the dust settles
 - iii. Messaging is coordinated with UPD and trying to give best information that is available at the time
 - iv. Late email issue – that wasn't within the alert system – it had to do with spam filters in the network. A new test was done last week by IT to make sure that doesn't happen again, and it appears to be successful
 - v. Will work on training for faculty, clarification of terms
 - vi. In retrospect will give more time before reopening in the future
 - vii. Communications focus is on getting information to keep people safe
 - viii. Decision making process – goes through crisis team.
 - ix. Will have conversation regarding how to educate students about the penalties of false reporting (aka SWATTING)
 - x. Liability for faculty – there is no liability for faculty if students choose to not stay during a lockdown
 - xi. A. Smajic not comfortable with using the website as a source of information

6. **Old Business:**
 - I. List of mental health training topic to provide to VP Kahler
 - i. Review of [Mental Health Training request list](#)

7. **New Business**
 - I. **NOVELny Databases**, J. Ireland
 - i. In June 2024, everyone in New York state will lose access to NOVELny databases (<https://novelnewyork.org/>)
 1. MVCC will lose 33 of our Library databases including some of our most popular ones such as *Opposing ViewPoints*, *Business Insights*, and *Academic OneFile*
 - ii. **ASK:** Please compose impact statements on how this will affect the students so that they can be brought to Albany to advocate for more funding for this program. Please send statements to J. Ireland and/or email legislators.

Faculty Caucus Meeting Minutes
December 2023

- iii. Statement from the SUNY Librarians Association is located in TEAM folder
 [SUNYLA NOVELNY Position Statement.pdf](#)
- iv. Ask: Can language be shared that Faculty can use to help spread the work/advocate

II. CITE update, M. Kuczynski

- i. Two pieces to CITE – physical and online
- ii. [Presented PowerPoint Presentation on CITE online](#)
 - 1. Trying to collect/develop materials in a bank that can be searched and filtered
 - 2. This will be a large time investment – will hopefully be updated by Fall 2024
 - 3. **Ask:** Please submit examples of search terms that faculty will be interested in
 - 4. **Ask:** Any areas that you want to share with colleagues as a tab on the website/as part of the website, please reach out
- iii. Physical space
 - 1. Soft launch in the Spring semester.
 - a. Brown bag lunch collaborations
 - b. Move in a mini library – resources from faculty book club, etc.
 - c. Have a physical message board
 - d. Weekly donuts?! 😊
- iv. Members of CITE Advisory board will likely hold office hours; Educational Technology staff may also hold office hours to help with Brightspace issues
- v. Comment/Question: Is there a way to make the space more vibrant? Have “cool things” happening in there that people will want to engage in? *Response: that is one of the biggest challenges -that is the idea with the weekly donuts, but other ideas are welcome*
- vi. Comment/Question: Come up with some sort of ideas for “happy hour” events

III. Committees and Councils Task Force Reminder

- i. Come to Senate meeting on 1/16/24, especially if you have experience with any of these committees or councils

8. Open Forum:

- I. Question/Comment: Brightspace grade scheme doesn't seem to match MVCC grade scheme. – Can we work with Educational Technology staff to change? Some comment that it is easy to create your own scheme. Can also hide column from students.
- II. Question/Comment: Snack bar will now stay open until 4:30 PM
 - i. We should also ask for them to be open before 8 AM as students need to eat before the morning class

9. Faculty Journal Club: C. VanNamee

- I. Should dedicate a few moments to recognize and congratulate colleagues

Faculty Caucus Meeting Minutes
December 2023

- II. How to help motivate students in the classroom
 - i. How to replicate in person experience online

10. **Adjournment:** Motion S. Crocker, seconded R. Wittenberg, unanimously approved.

- I. **Meeting adjourned at 4:34 PM**

Next meeting: January 23rd, 2023, 2:30 PM – IN PERSON ONLY – ACC 116

Secretary: D. Sonne