

Faculty Caucus Meeting Minutes

Meeting Date: February 20th, 2024

Time: 2:34 PM

Location: TEAMS

Attendance:

S. Dar, C. Miller, K. Raab, L. Williams, A. Fried, G. Melendez, M. Kuczynski, M. Barlett, J. Kinney, C. Van Namee, D. Sonne, A. Miller, E. Brindisi, S. Crocker, A. Lewis, L. Charbonneau, A. Rosic, R. Huyck, D. Swiss, J. Ireland, A. Radlowski, E. Bush, R. Wittenberg, S. McCall, D. McDermott, M. Cameron, D. Stevens

Meeting Guest: A. Smajic

Meeting called to order at 2:34 PM

1. New Business

I. Brand Policy and Procedures, A. Smajic

- i. Purpose: **Establish** a consistent way of establishing identity and protect brand/copyrighted items/identity – to prevent the logo from being misused in terms of what the public sees
- ii. Currently extensive, will be changed as per feedback as some aspects of may not be easily enforceable.
 1. Please call or email A. Smajic with any feedback
- iii. The new draft will be a condensed version sent back to the Senate, Student Congress, etc., to review and then sent to the Board for approval.

2. Approval of January 2024 minutes: R. Wittenberg moved to approve minutes finalized during meeting; G. Melendez, seconded.

Passed TEAMS Poll (18 Approved Poll, 1 approved verbal, 1 abstained poll)

3. Chair Report: S. Dar - Chair

I. VP Kahler

- i. VP Kahler is looking forward to the March visit. No topic in mind, but if have questions or discussions points in mind, let him or Faculty Advisory members know
- ii. Received clarity on AI committees and workgroups (A.I. could be academic policy or Artificial Intelligence)

II. VP Squires

- i. Active shooter training postponed due to Chief of Public Security retiring
- ii. Test of campus Alert Systems coming up – need to test whether classroom and lab phones will ring.
- iii. Campus events committee (previously campus events council) will be overseen by VP Squires office
 1. People available to help organize your event have ticketing software available. You have to have your own budget, college currently does not have an events budget

2. Will have more clarity on group as Committees workgroups new structures are solidified
- III. Make sure to reach out to Chair with any topics you would like to be brought to VPs
4. **Old Business:**
 - I. General Education Assessment Plan updates, M. Barlett
 - i. Trying to push updates through this semester.
 - ii. Please review new version of plan and bring back to constituents and bring back comments – please look at areas that affect you and your students
 1. Send comments to M. Barlett or to your school’s representative
 - iii. In new version
 1. collect assessment data more regularly – at the end of every semester send in info - college has new software that may make this process easier to complete
 2. Worked to standardize categories of Exceeds, Meets, etc. to more align with letter grades
 3. Updated rubrics to be consistent with each other – updated language, etc. to be more consistent
 - iv. Hope to vote for approval after next round of feedback/ updates so please send any comments ASAP
5. **Open Forum:**
 - I. Does anyone have any insight to conversations about how Instructors are supposed to proctor online exams? Is the College looking into proctoring software, is College expecting Instructors to individually figure something out?
 - i. Students may use multiple devices during online tests which may be able to circumvent proctoring tools
 - ii. Comment that College found that (a few years ago) video proctoring software can be inequitable, decided not to move forward with purchasing
 - iii. Is AI (artificial intelligence) workgroup looking into this? AI workgroup is looking more into AI for writing, but understands that this is still a huge issue
 - iv. J. Lynch may have information / Workgroup for Academic Integrity may be looking into this
 - v. Standardize reporting when students are found cheating, if Instructors do it on an individual basis, then it is harder to establish a pattern of cheating – especially when it is between Schools
 1. Will the Academic Integrity group handle this or will this be a separate request?
 2. Guidance on how a student’s rights to privacy may be affected by sharing this type of information with other institutors – D. McDermott will follow up with registrar
 - vi. There is not information on website about how a case gets to an academic integrity workgroup for review
 - II. Campus Events will be hosting a faculty/staff open mic on March 5th at 7 PM
 - i. Winners of Student Open Mic will get to perform with Faculty at this event

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- III. Faculty Journal Club, L. Williams
 - i. Topic: [Neuropsychology](#)
 - IV. Inclusive STEM teaching project is offered through EdX coming up
 - i. Can meet with colleagues to discuss lessons
6. **Adjournment:** Motion L. Williams, E. Bush seconded. Unanimously approved.
- I. **Meeting adjourned at 4:06 PM**

Next meeting: on Teams

Secretary: Devin Sonne