

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COLLEGE SENATE
AGENDA
November 8, 2019
Board Room**

CALL TO ORDER

- Roll Call
- Introductions
- Welcome Guests
- Public Comment (if any)

UPDATES

College Senate Chair(s) update

APPROVAL OF MINUTES

October 25, 2019 minutes

PRESENTATION

Campus Advocacy, Referral and Education-Darese Doskal
Survey and Research Review Committee-Eric Sambolec

REPORTS

Executive Branch representative
FCCC representative-P. Tvaroha, L. Seyfried

ACTION ITEMS

Approval of committee charges:
Curriculum Committee

ADJOURNMENT

FOCUS FOR THIS YEAR

Implement new by-laws of the College Senate

Next College Senate Meeting
Friday, November 22, 2019
at Noon
The Board Room

**Tompkins Cortland Community College
College Senate
Unapproved Minutes
October 25, 2019**

CALL TO ORDER

- A. Ahola called the meeting to order at 12:03 p.m.
- A. Ahola welcomed the guests.
- There were no public comments.

Roll Call

Present: A. Ahola, D. Bethoney, K. Block, F. Coon, A. Decker, T. Evener, S.K. Hector, G. Isaacs, M. Lopez, G. McMinn, R. Rice, R. Sarachan, J. Thayer, and J. Walz-Koeppel.

Ex officio: M. Schmidt, P. Tvaroha, P. Reifenheiser, S. Abbey.

Excused: A. Maroney, A. Martin, B. Sweeney.

Guest: J. Petrella-Baum.

UPDATES

A. Ahola stated that the Curriculum Committee will have their committee charge to the College Senate by November 1.

APPROVAL OF MINUTES

A motion was made by J. Thayer to approve the minutes of the October 4, 2019 meeting. Seconded by A. Decker. Motion approved.

REPORTS

Executive Branch report-P. Reifenheiser

- P Reifenheiser gave a review of the presentation that was given to the faculty about the updates to the Global Department (see the Power Point presentation that P. Reifenheiser sent out with "Paul's Provost Post #66."

FCCC Representative report-M Schmidt

- M. Schmidt stated that she is glad that with the new by-laws in place that the FCCC representative can come the College Senate and give them updates. M. Schmidt shared three resolutions that they brought back from the FCCC Conference to be endorsed by the College Senate and then they will go before the Faculty for endorsement. M. Schmidt stated that when a resolution is brought forward the SUNY Chancellor must respond. The resolutions are

- Resolution Supporting New Funding Model for the Community Colleges
- Resolution in Support of Child Care Funding

- Resolution on Gender Inclusivity within SUNY
- M. Schmidt also reported that SUNY would like each campus to have a lactation room where nursing mothers can go to have some privacy versus using bathrooms. We have just gotten one on the first floor of the campus.
- M. Schmidt stated this will be her last meeting as she is stepping down and P. Tvaroha and L. Seyfried will be taking her place at TC3's FCCC representative. Thank you M. Schmidt.

ACTION ITEMS

A. Ahola asked for a motion to endorse the three resolutions that were brought forth by the FCCC representative. R. Sarachan made the motion, seconded by A. Decker. Motion carried.

A. Ahola asked for a motion to accept the two new committee charges listed below. J. Thayer made the motion, seconded by A. Decker. Motion carried.

- The Information Security Program Committee
- The Campus Safety Advisory Committee

PRESENTATION

J. Petrella-Baum took the College Senate's picture to post on our new webpage. S. Abbey gave us a presentation of the new webpage and asked that everyone look it over and bring back any issues/suggestions for changes to the next meeting.

ADJOURNMENT

R. Sarachan made a motion to adjourn the meeting 12:55 p.m.

Survey and Research Review Committee

Article 1

Function

- a. General statement or purpose statement: The College currently does not have a committee or full body to review research proposals and lacks the ability to track all survey and other research taking place on campus. This body would do the following: allow the College, through the Provost's Office, to review research proposals; track survey/research taking place on campus; provide best practices for survey creation and administration to faculty, staff, and students; review definitions and guidelines related to compliance with federal and state policy.
- b. Subcommittees: none needed at this time
- c. This committee is responsible for meeting to review and keep track of research/proposed research on campus, ensure it adheres to relevant ethical and legal standards, provide support to students, faculty, or staff on improving the construction and administration of survey instruments.

Article 2

Membership

- a. Membership distribution: Associate Provost/Director of Institutional Research, at least one Staff member from Office of Institutional Research or their proxy, at least two Faculty members: preferably one from a science field and one from humanities/social science, one or two staff members from various areas of the College.
- b. At this time no student members are recommended
- c. Term of office: two years renewable terms
- d. If a member is unable to complete his or her term, the member must nominate a replacement.
- e. Removal from committee for non-participation: Committee shall have the right to remove member for non-participation. There shall then be a hearing to discuss member's non-

participation. All members shall then vote. A simple majority vote is required for removal.

- f. Note taking responsibilities: IR staff member

Article 3 Chair

- a. Chair is appointed by Provost or Associate Provost.
- b. Terms of appointment: two years, renewable term
- c. Duties of chair: setting schedule, leading meetings, dissemination of information to the College, setting goals for committee each semester in consultation with IR

Article 4 Meetings

- a. Regular meetings will be set by chair. Meetings shall take place once a month but may be canceled by chair. Timeline for meetings will be assessed after each semester. E-meetings may be possible acceptable alternative to in-person meetings once process is in place to share comments.
- b. Special meetings may be called by chair
- c. Quorum: half + 1
- d. Meetings are not public due to confidentiality. Committee reserves the right to invite individuals on an as needed basis.
- e. Notes and agendas will be posted but only for nonconfidential matter. Otherwise notes are collected and held internally for confidentiality.

Article 5 Changing the Charge of the Committee

- a. Amending the charge needs 2/3 vote.
- b. Committee reviews its work annually and reports to Associate Provost/Provost.

Curriculum Committee

Article 1 Function

The Curriculum Committee, a standing committee operating under the Provost and Vice President of Academic Affairs, is charged with the consideration of all proposals for additions or changes to the curriculum of the College. Sub-committees are convened as needed to review, research, and/or develop policy and procedure that falls under the purview of the Committee.

Proposals for new or revised degree programs, certificates, micro-credentials, and courses are submitted to the Curriculum Committee by full-time faculty after review and approval by the department for the discipline. Proposals are designated according to impact as:

- Level 1 – a change that is contained within a single academic program/department and directly affects only those students who are enrolled in that program
- Level 2 – a change that will impact more than one program or department and may affect students who are enrolled in programs other than the one in which the change is proposed
- Level 3 – a change that will have a broad impact on the college

Level 1 proposals are approved by a vote of the respective department and then presented to the Curriculum Committee for information only.

Level 2 proposals are decided by Curriculum Committee vote after approval by the department.

Level 3 proposals approved by the department and the Curriculum Committee then require approval by the full Faculty, the College Senate, and the Board of Trustees in order to be implemented. In the Level 3 process, the full Faculty votes based on consideration of whether the proposal fits into the curricular offerings of the College and is an academically sound proposal. The College Senate votes based on consideration of whether the proposal is fiscally viable based on the College's available resources. Any new degree programs or certificates must also be approved by SUNY and the NYS Education Department.

For Level 2 and Level 3 proposals, Curriculum Committee members review, comment on, and suggest improvements to each submission and then vote to table, approve, or not approve the proposal.

Article 2 Membership

The Committee is comprised of 13 voting members and 4 ex-officio members. The voting members include two full-time faculty representatives elected/appointed by the full-time faculty of the college departments: Business, English/Humanities, STEM (Sciences/Technology/Engineering/Math), Nursing, and Social Sciences, and one representative each from the Librarians, Career and Transfer Services professionals, and non-teaching faculty. Ex-officio (non-voting) members are the Provost and Vice President of Academic Affairs, the Associate Provost, the Registrar, and the Curriculum Assistant.

Voting members are elected or appointed by their departments for staggered 2-year terms, with one-half of the teaching faculty membership up for renewal each year. If a member is unable to complete their term, the affected department must elect/appoint a replacement/alternate before the next scheduled meeting. An alternate member may serve for an elected member who is absent for a portion of their term. A replacement member completes the remaining term for the original representative. Representatives can be re-elected/re-appointed but may not serve for more than 2 consecutive terms. The exception to this is the seat held by a Career and Transfer professionals representative, who may serve for unlimited consecutive terms.

Each member of the committee is responsible to disseminate information to, and collect feedback from, program/department faculty about new and revised curricula including academic program requirements and courses.

The Curriculum Assistant takes written notes, records each meeting, and is responsible for preparing formal minutes for approval at the next Curriculum Committee meeting.

Article 3 Chair

The Registrar is the standing Chair of the Curriculum Committee. The chair reviews proposals submitted and provides feedback before materials are brought to the Committee for action. The Registrar supervises the Curriculum Assistant who prepares the agenda and advance materials for each meeting, publishes and archives approved documents, prepares the Curriculum Committee Annual Report, and updates all software systems with new and revised content.

Article 4 Meetings

Regular meetings are scheduled for the following academic year by the Curriculum Assistant with approval of the Chair. The schedule is distributed to continuing and new Committee members at the annual luncheon meeting in May. The Curriculum Committee generally meets

once a month on Mondays during the fall and spring semesters, beginning at 3:30 p.m., and meetings are generally scheduled for two hours.

At least seven voting members, a quorum, must be present before any business can be transacted. Votes may be conducted at Curriculum Committee meetings or by electronic ballot. In addition, a member may vote by means of an absentee ballot delivered (in person or via email) to the Curriculum Assistant before the scheduled meeting time. Meetings are open to everyone.

The agenda and materials for all proposals to be considered are posted in SharePoint during the week prior to each meeting. The link to the materials, along with the date, time and location of each meeting, is emailed specifically to Curriculum Committee members and also to all college faculty and staff via email.

Article 5 Changing the Charge of the Committee

Changes to the Charge of the Committee will require approval of two-thirds of the voting membership, as well as approval of the Provost and Vice President of Academic Affairs.