

**TOMPKINS CORTLAND COMMUNITY COLLEGE
COLLEGE SENATE AGENDA
December 3, 2021
Virtual Meeting**

CALL TO ORDER

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

UPDATES

College Senate Chair(s) update

APPROVAL OF MINUTES

November 12, 2021

REPORTS

Executive Branch Representative
Faculty Council of Community Colleges Representative Update
OER Advisory Committee

ACTIONS

Form for Feedback

ADJOURNMENT

FOCUS FOR THIS YEAR

Implement new by-laws of the College Senate

Next College Senate Meeting
Friday, December 17, 2021
12:30pm
Virtual Meeting

**Tompkins Cortland Community College
College Senate
Unapproved Minutes
VIRTUAL MEETING
November 12, 2021**

CALL TO ORDER

- A. Ahola called the meeting to order at 12:32 p.m.
- M. Lopez did roll call.
- A. Ahola welcomed the guests.

Roll Call

Present: A. Ahola, K. Block, A. Decker, D. Doskal, G. Gammage-Sikora, C. Goodwin, K. Hall, C. Iacobucci, M. Lopez, A. Mathers, A. Palumbo, S. Paradiso, J. Petrella-Baum, V. Pousseur, R. Sarachan, J. Walz-Koeppel

Excused:

Unexcused:

Guests: S. Abbey, S. Clark, R. Gillis, E. Jenes, M. Kiechle, G. McCalley, D. Mohlenhoff, M. Talwar, P. Tvaroha

Public Comment

There was no public comment

UPDATES

A Ahola mentioned the only update is that there were 2 submissions for the Adjunct Chancellors Award and. SUNY will be reviewing mid-February.

APPROVAL OF MINUTES

If there are no changes to the October 22nd minutes, an email will be sent after this meeting to approve. No changes were mentioned.

Executive Branch Report

Included as part of the Remote Work Policy/Executive Updates.

Wellness Center

M. Kiechle shared his screen of a PowerPoint presentation. He invited all to visit the lounge in Room 122 to meet and connect with students. There are currently 5 entities included in the "Wellness Center". There were 20 exemptions (which were very limited) to the COVID vaccine mandate and 6 students unenrolled for not obtaining the vaccine. There are currently about 75 tests being performed each week for those unvaccinated. The Campus Closet was initiated as a coat drive, but they have taken and continue to take clothes – they will not be taking housing items (such as sheets). There is physical work needed to organize. We are beginning to see students "Hitting the Wall" - stress, tired. Stress Less is being planned for later in the semester. Faculty and staff are encouraged to utilize the Panther Pantry to reduce and/or destigmatize the use of the

pantry. The variety of items available in the pantry is often dictated by the Food Bank of the Southern Tier. The menu of options appears to be declining.

Remote Work Policy/Executive Updates

A. Ahola asked why this particular policy and how it came about and questioned the pilot program. Are we creating new job descriptions or new positions to apply to? The wording did not seem to be flexible. D. Mohlenhoff mentioned that it is intended for employees in a permanent status with the College. There has not been conversations about future jobs, but the assumption that it would still be able to be worked through an individual's supervisor. G. McCalley mentioned that they are not seeing as many applications as before and that the hope is that it may increase the applicant pool. A. Decker asked who does the policy affect and how does it fit? Who would qualify? Would it be based on job description? A lot of the policy seems unclear, especially for those who require working from home because of health concerns. S. Clark responded that the policy is not related to Covid, but rather designed for discussion if there was an option that could be accommodated. A. Decker asked if there was a plan to address and/or discuss with the bargaining units. It was then shared that the policy was sent to the units for feedback, but it will not be added for bargaining. They would like to see feedback on the concept and any other information that they should consider. K. Block mentioned that they would love to see a flexible policy that would allow for work/life balance. There seemed to be a lot of rules and there was not a positive spin on the information. Is the request meant to be flexible or fixed? How will it be measured for success? S. Clark responded that the conversation to discuss with the supervisor is important because deferral will be given to them for the function of the department. Assessment cannot be completed until the program is implemented and concerns, or things overlooked are identified and refinement can be done. A. Palumbo asked about the application. Is this something that we can review? They also mentioned the job function – does this eliminate someone from participating? S. Clark responded that yes, an application can be shared and that some functions just do not have the ability for remote work (forward facing positions, bandwidth, etc.). C. Goodwin mentioned that Childcare cannot participate. She also mentioned that not everyone can be out on Friday and that outside phone calls need to be able to reach someone. S. Clark mentioned that it was written in the policy that the conversation will need to be had with the individual's supervisor and that all job functions will need to be completed. A. Decker mentioned the 5 day revocation and that in some instances it could be sooner – that written reason should be given and that on page 4 under General Guidelines – “TC3 may access work space...” the paragraph seems odd. We have computers going home now and data that needs to be secure, but the College can't just enter our homes at any time. S. Clark mentioned that they would consider the feedback. R. Sarachan suggested that there would be reluctance to sign if individuals were to waive their privacy in their homes. He suggested substantially changing the language. K. Block mentioned that the policy indicated academic year, does this also include Summer. S. Clark responded that the pilot ends in May and then will be re-assessed. A. Decker mentioned that “up to supervisor” is mentioned a lot. Is there guidance for supervisors? Could seniority or another term be added to alleviate problems before they arise? S. Clark made note. A. Ahola shared that the Senate would be willing to conduct a survey for the campus, if President's Cabinet was interested. A. Decker thought that would be good for transparency, but questioned the timing and how it would affect other departments. A. Ahola mentioned that we could have a deadline of next Wednesday with a vote on Friday, if needed. J. Walz-Koeppel shared that before the policy was finalized it would need to come to the College Senate for a vote. S. Clark supported the survey and reiterated that the Senate will approve/vote on the pilot program in order for it to move forward to the Board of Trustees. A. Decker asked if we could get a revised draft by our last meeting of the semester. S. Clark thought that there was enough time. A. Ahola asked if it was recommended by the Board of Trustees, could we have the policy revised for 12 months. S. Clark mentioned that requests can be accepted as soon as the policy is passed. A. Ahola mentioned that a survey would be sent today with a

couple of days for feedback. Responses will be shared with the Senate and President's Cabinet. A. Decker asked if the policy will return to the Senate in the Fall after the pilot and assessment. S. Clark responded that it would. K. Block mentioned that it would be helpful to have for Summer and not just until May. S. Abbey mentioned that the Board of Trustees has a meeting on December 16th, the Senate would need to vote prior to that meeting.

ADJOURNMENT

R. Sarachan made a motion to adjourn the meeting at 1:28 p.m.

DRAFT

Open Educational Resources Advisory Committee Mission Tompkins Cortland Community College (Proposed)

Mission:

The Open Educational Resources (OER) Advisory Committee of Tompkins Cortland Community College reviews issues and recommends strategies relating to the planning, funding, oversight, and academic leadership for open educational resources. Its aim is to ensure that open educational resources are integrated into the College's strategic plan, academic plan, campus policies, and other planning initiatives.

I. Functions of the Committee:

- a. Promote the adoption, development, and use of OER across the curriculum.
- b. Identify and secure funding streams to support, encourage and sustain OER efforts.
- c. Develop and maintain processes, responsibilities, definitions, and best practices for the implementation of OER.
- d. Solicit and review proposals for OER courses and content; forward those recommendations to the provost.
- e. Remain aware of developments in copyright law, Open Access publishing, and digital rights management, as they pertain to OER.
- f. Coordinate with the office of Access and Equity Services to ensure that OER policies and processes comply with accessibility guidelines.
- g. Coordinate training and ongoing professional development related to OER.
- h. In partnership with the college's Institutional Research group, develop an annual report providing metrics of OER.
- i. Identify a campus OER contact for coordination with SUNY OER Services and other external groups.
- j. Coordinate with other appropriate campus groups as needed.

II. Membership:

- a. **Terms of Membership:**

Student Representatives will serve a one-year term; all other members will serve a two-year term. Terms are renewable. Term limits may differ in the beginning in order to allow for staggering of terms.
- b. **Committee Members:**
 - Three Faculty Representatives with an interest and experience in OER representing different academic disciplines and voted on by the faculty at large.
 - An Adjunct Faculty member with interest and experience in OER. Adjunct faculty will be appointed by the Associate Provost.
 - A Librarian.
 - A Representative from Instructional Technology/or Instructional Design.
 - A Representative from Access and Equity Services.
 - A Representative from Student Success or Admissions or Financial Aid.
 - A Representative from the Provost's office (ex officio).
 - A Student Representative.
- c. **Chair**
 - The Chair is elected by the committee members; compensation to be determined by the contractual area of the chair.
 - The Chair shall serve two years.

- The Chair shall schedule meetings, set meeting agendas, organize and run meetings, and communicate activities and plans to the College as appropriate.
- The Chair shall ensure that the functions of the committee are met.

III. Reporting Structure:

- a. The OER Advisory Committee reports to the Provost/Chief Academic Officer.
- b. One or more members serve as liaisons to the Technology Advisory Group and to the faculty for communication purposes.

IV. Committees and Subcommittees:

- a. The OER Advisory Committee may establish standing and ad hoc committees from among its membership, and it may include, on these committees, representatives from any area of the campus or the larger community, as it chooses.
- b. Creation of such committees will be accompanied by a specific charge or mission, a constituent list, and a time of expiration, where appropriate.
- c. At least one member of the OER Advisory Committee must serve as a liaison to the larger Committee for each subcommittee established.

V. Meetings:

- a. The regular meetings of the OER Advisory Committee will be held monthly during the fall and spring semesters, but additional meetings may be scheduled if necessary.
- b. Meeting times will be set at the beginning of each semester, based on the time(s) that best fit the current membership's schedules.
- c. When possible, a tentative schedule will be distributed to the membership at the beginning of the semester.
- d. Unscheduled special meetings may be called by the chair.
- e. Minute-recording responsibilities will be shared and rotated every meeting equally among all Members.
- f. Notes and agendas will be posted on Sharepoint.
- g. Meetings are open to everyone.

VI. Establishments of a Quorum for Committee Business:

Attendance of at least two-thirds of the membership is required to approve recommendations for forwarding to the provost's office.

VII. Rules of Order:

The meetings of the Tompkins Cortland Community College OER Advisory Committee shall generally use an informal process wherein consensus is sought and obtained from among voting members attending. Decisions on issues where consensus cannot be reached will be decided by a simple majority vote of the members in attendance. In the event of a tie amongst Committee members, the provost's office may be called upon to cast the deciding vote.

VIII. Changing the Charge of the Committee:

- a. Amending the charge of the committee requires approval by two-thirds of the voting membership.
- b. The committee will review its charge periodically.



College Feedback Form

Please share your thoughts and/or concerns. Your feedback will be held in the greatest of confidence and shared with any and/or all offices that may need to be informed of the concern.

If you would prefer to talk with someone please reach out to Ashley Ahola, Jonathan Walz-Koeppel or Michele Lopez.

* Required

* This form will record your name, please fill your name.

1. What is your thought/concern: *

2. If you would like to be contacted re: your thought/concern, what is the best email to reach you at:

