

TOMPKINS CORTLAND COMMUNITY COLLEGE
SENATE AGENDA
February 10, 2023
Sprole Conference Room, Room 204

CALL TO ORDER

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

APPROVAL OF MINUTES

January 27, 2023

UPDATES

College Senate Chair(s) update

REPORTS

Executive Branch Representative

FCCC Representative Update

CTC Charge Document

ACTION ITEMS

Chancellor's Awards Committee and Timeline

ADJOURNMENT

FOCUS FOR THIS YEAR

Implement new by-laws of the College Senate
Middle States

Next College Senate Meeting

Friday, March 10, 2023

12:15pm

Room: Sprole Conference Room, Room 204

**Tompkins Cortland Community College Senate
Unapproved Minutes
Microsoft Teams
December 19, 2022**

CALL TO ORDER

- C. Goodwin called the meeting to order at 12:18 pm and welcomed guests.
- M. Lopez did roll call.

Roll Call

Present: L. Caza, D. Doskal, D. Flaten, C. Goodwin, D. Green, K. Hall, M. Lopez, S. Paradiso, J. Petrella-Baum, R. Sarachan, M. Timonin, V. Zeppelin

Excused: K. Block, K. Conway, D. Riegel

Unexcused:

Guests: P. Reifenhaiser, D. Stickrod, P. Tvaroha

Public Comment

No public comment. S. Paradiso shared that we need new students for the Senate. One student is no longer able to serve because they have too many classes and the other is no longer a student. She will put out a request to SGA.

APPROVAL OF MINUTES

R. Sarachan made a motion to approve the minutes of Decemer 16, 2022, M. Timonin seconded with all others in favor.

UPDATES

College Senate Chair(s) Update

C. Goodwin shared that all changes were made to the By-Laws. They will be added to Sharepoint. M. Lopez is working with Zach and on sending them out.

C. Goodwin shared that there is an upcoming meeting with Amy Kremenek. Amy Kremenek is reaching out to her constituencies on what areas should be included with charge documents to the Senate for review. V. Zeppelin shared that previously the By Laws were voted on by the College community, has this changed? C. Goodwin shared that after the meeting with Amy Kremenek we can send out for other voting as needed.

Feedback Form Response

The Feedback Form is still active and being used. Amy Kremenek responded to the feedback received on December 20, 2022 re: food on campus when classes are not in session. V. Zeppelin asked if there was a role of Senate to ensure that there is food service when students are not present. C. Goodwin shared that SGA has a food group that has to do with food information. She will follow-up with Amy Kremenek and Seth Thompson on where they stand on food improvements and how we can approach.

REPORTS

Executive Branch Report / Micro-Nano Fabrication System Micro-Credential

P. Reifenheiser shared information on Middle States (the accrediting agency) for us to be fully accredited. There are seven standards we need to provide evidence for. The College will need narrative on what we have done within the last 4 years as well as a self-study and reflection. Voting was taking place today on proposed changes to the standards. The standards are as follows:

1. Mission and Goals
2. Ethics and Integrity – this includes grievance procedures for students, climate, hiring, academic procedure as well as Gen-Ed/Resources
3. Design and Delivery of Programs – this includes faculty credentials, program appropriateness
4. Support of Student Experiences – FERPA, Admissions, Athletics, Tutoring
5. Educational Effectiveness, Academic Assessment
6. Planning, Resources and Improvement – HR, Auditing, institutional effectiveness
7. Governance, Leadership and Administration – Board of Trustees, Senate, Credentials of President, CEO and Administration – ensuring that the organizational chart makes sense

P. Reifenheiser shared that #7 has a more direct impact for the Senate and that to quantify effectiveness, information will need to be captured before people leave, almost as if we are writing our self-study now.

V. Zeppelin asked when the committee is to be formed. P. Reifenheiser shared that T. VandeBurg was asked to assist in forming the committees, especially for what worked well, as he participated in the last accreditation process. T. VandeBurg did provide information, but decisions have not yet been made. People are still to be identified.

FCCC Representative Update

P. Tvaroha shared that there was a variety of committee meetings held in January. The College Senate should expect a Student Mental Health resolution in April. The focus is on best practices and having consistency across campuses.

Swipe Out Hunger reached out for SUNY to adopt SUNY wide. There is a meeting with Leslie Webb, Senator, in a couple of weeks. Swipe Out Hunger provides funds and support for food insecure students. The Pantry is a small part of what they do, as they focus on students who can't afford to purchase meal plans by putting unused "swipes" into a fund. V. Zeppelin asked if it was recommended by the number of counselors each campus has. P. Tvaroha responded that it was not, as it was a more passive programming normalizing food insecurity, as there are other ways to support by reaching out and talking with someone. was unable to attend this meeting.

P. Tvaroha shared that the SUNY Health and Wellness Taskforce is a great group, but there are many 4 year Colleges, and disparity is widespread. The SUNY mandate is not realistic, it would be better is someone were to focus on 2 year Community Colleges. Amy Kremenek did share a plan for a mental health counselor. D. Doskal did share an email to campus on January 26, 2022, the path to getting staff.

Strategic Enrollment Management

Due to technical difficulties, D. Stickrod will plan to come back to another meeting. K. Hall will work on technology for next meeting. Report on hold until Spring Semester.

ACTION ITEMS

Chancellor's Wards Committee and Timeline

S. Paradiso shared that the deadline for Chancellor's Awards is today at 4:00pm. One nomination can be put forth for each category. Monday, January 30th S. Paradiso will put forward to Human Resources the nominations received. Then the committees can put forward their selection of candidates that meet the criteria. Other Colleges have a standing committee for selection for all of the awards. It is anticipated that the commitment would be an hour or two to complete selection – for a total of about 5 hours total. S. Paradiso will send a Teams form, while the nominated names are in Human Resources, of who would like to be involved in the selection within the next week or week and a half. C. Goodwin shared that Amy Kremenek has asked for a standing committee and is hoping that all members are from the Senate, but knows that many already have other commitments.

ADJOURNMENT

R. Sarachan made a motion to adjourn the meeting at 12:59 p.m.

College Teaching Center Board

Article 1 Function

The College Teaching Center Board, a standing committee operating under the Assistant Provost, is charged with helping educators share resources and experiences to enhance teaching and learning. sponsoring instructional programming which grows from the interests practices, and needs of our faculty and College; supporting new and adjunct faculty; providing a comfortable work environment and meeting space; and providing external professional development opportunities through collaboration with nearby colleges and the SUNY Center for Professional Development.

The purpose of the Board shall be to:

- 1) Research, provide, and promote activities that assist full-time/part-time/adjunct faculty in improving teaching and learning.
- 2) Identify assessment outcomes for College Teaching Center activities.
- 3) Provide assistance to the faculty in the area of professional development.
- 4) Envision how the College Teaching Center might best serve the present and future needs of the faculty.

The Board will review and consider for approval the budget for the CTC, the annual department plan, any formal interaction with entities outside of the college, and any expenditures over \$200.

There is one standing subcommittee: the Executive Subcommittee, which consists of both coordinators, the Chair of the Board, and the Assistant Provost. The function of the executive committee are:

- To meet or communicate as necessary prior to the meeting of the full Board.
- To act on behalf of the Board, whenever so authorized by the Board.
- To assist and guide the Board in matters of CTC planning and operations, Board policies, and changes to Board bylaws.
- To approve expenditures up to a maximum of \$200.

The Board will form a selection committee, which shall receive applications for Coordinator(s) and forward up to three candidates to the Board. Final selection will be made by the Board in Executive Session.

Other subcommittees can be called as needed for projects such as programming, assessment, or research.

The Board is responsible for giving input in support of the planning, implementing, and assessing the following programs:



- Roundtables
- Mentorships
- Teaching Initiatives
- Connecting, Collaborating, and Celebrating the Art of Teaching Conference

Article 2 Membership

The membership of the College Teaching Center Board will be comprised as follows:

- 1) Seven shall be either full-time faculty members or other persons eligible for representation by the Tompkins Cortland Community College Faculty Association, including a representative from Student Success, and a representative from Instructional Design;
- 2) Two members whose primary role shall be as adjunct faculty;
- 3) One member shall be a representative of the Baker Commons, selected by the Baker Commons staff;
- 4) One member shall represent the College Now Program or its successor program;
- 5) The Coordinator(s) of the College Teaching Center, who shall serve as non-voting, ex officio members of the Board;
- 6) An administrative liaison, the Assistant Provost, who shall serve as a non-voting, ex officio member of the Board.

The voting faculty and instructional staff members of the Board shall be elected by an at-large election process from those eligible for representation as stated above.

Terms shall be three years in duration, with elections occurring prior to the last CTC meeting of the Spring semester of each year. Elections shall be by plurality.

Resignations will be submitted in writing to the Programming Coordinator. In the event of a resignation or a permanent vacancy occurring for any other reason, the Board will call for a special election to fill the remainder of the term if a semester or more remains for the term. If less than a semester remains in the term, the Board may fill the remainder of the term by appointing the candidate with the next highest number of votes in the most recent election. If that candidate is no longer interested, the Board may canvass for interest and appoint a replacement.

After two consecutive absences from Board meetings, an elected member will be contacted by the Programming Coordinator to determine if continued membership is appropriate. At the next meeting, the Assistant Provost will consider the situation and may take any action he/she/they find appropriate in the circumstances, up to and including declaring the member's seat vacant.

If a member of the Board goes on leave or participates in some other activity that causes him or her to be absent from campus for the duration of a semester or longer, the Board may appoint someone to fill the temporary vacancy thus created.

A quorum shall be six voting members or a majority of voting members (not counting vacancies), whichever is less.



The Coordinator(s) of the College Teaching Center shall be recruited and recommended for hire by the College Teaching Center Board and shall serve as agent(s) of the Board. The term(s) will be for one year renewable, and with duties determined and reviewed annually, at the discretion of the Board. The duties of the Coordinators shall include: assisting full-time and adjunct faculty in instructional and staff development needs through individual consulting or referral, communicating with full-time faculty and adjuncts about activities and services of the College Teaching Center, collaborating to act as liaisons to the planning team for the CCCAT, promoting the CTC among the faculty, and attending meetings of the CTC Board.

Additional duties for the Operations Coordinator include: coordinating the mentorship program, overseeing the currency of the CTC website, ensuring the usability of the CTC room resources, maintaining the CTC budget, overseeing CTC events in-person and/or online, and preparing the department plan.

Additional duties for the Programming Coordinator include: acting as Chair of the Board, recommending staff development activities to the CTC Board, implementing programming approved by the Board, planning and preparing activities and resources related to adjunct orientation, communicating with full-time faculty and adjuncts at the extension centers to inquire about their particular needs, and being available to consult one-on-one with full-time faculty and adjuncts.

The term for Coordinators will be for one year renewable for one additional year at the discretion of the Board. Discussion and decisions regarding renewal of Coordinator positions will be made in Executive Session. After two years, the position(s) will be opened for new applicants. Prior or current Coordinators are not prohibited from applying.

The Operations Coordinator position will be a twelve-month term, and is open to teaching faculty, non-teaching faculty, or adjuncts with experience at Tompkins Cortland during 6 of the last 8 semesters. The Programming Coordinator position will be a ten-month term, and is open to teaching faculty, non-teaching faculty, or adjuncts with experience at Tompkins Cortland during 6 of the last 8 semesters.

Applications for Coordinator(s) will be made to the CTC Board in writing. Applicants will be chosen by the selection committee. Applicants shall state the basis for their interest in serving as Coordinator.

The department plan will be circulated among Board members with invitations for additions in advance of its submission due date. The Assistant Provost will write a response that will also be circulated among the Board members at the first meeting of the appropriate academic year.

The Assistant Provost will serve as the Administrative Liaison, and their responsibilities will include:

- reviewing the CTC department plan and provide a response before the beginning of the next academic year,
- advocating for an updated budget,
- and communicating gaps in professional development to the Programming Coordinator.



Article 3 Chair

The Chair role will be served by the Programming Coordinator.

The position of recording secretary will rotate among members each month. Duties include taking minutes, having them typed, and submitting them to the Chair for distribution.

Article 4 Meetings

The Board will meet at least once a month during the academic year. At each meeting the Board will:

- 1) Receive and comment upon a report of the current activities from the coordinator(s).
- 2) Receive a current report of expenditures from Operations Coordinator.
- 3) Evaluate the success of activities that have been implemented.
- 4) Plan the implementation of new activities.
- 5) Respond to the needs and ideas of our constituent faculty.

Meetings are open to everyone. Agendas and minutes will be posted on the CTC Sharepoint folder, but can be distributed to anyone whose request is approved by the Board.

Article 5 Changing the Charge of the Committee

This charge may be amended by a two-thirds vote of voting members of the Board, and may be initiated by a single member of the Board.

Within five years after the adoption of this charge, the chair shall appoint a special committee to review it and to recommend changes if necessary.