

To: Members of the College Council
Date: March 20, 2012
From: Michael Sokolow, Secretary
Subject: Agenda for the Meeting of April 3, 2012

The College Council will meet on Tuesday, April 3, 2012 in Room M-240 at 3:00 PM.

AGENDA

I. Approval of the minutes of the meeting held on November 29, 2011.

II. Reports

A. President's Report

B. Legislative Committee Report

a. Every three years, the committees of the College Council assess their mission statements as they appear in the College Council Constitution. They do so by briefly summarizing their activities over the previous three-year period, and then contemplating and proposing any changes to their mission statements that might be necessary. In the academic year 2011-2012, the following committees submitted their assessment reports.

Steering Committee:

Mission statement: The Steering Committee shall prepare the agenda for the College Council meetings.

The committee shall refer matters brought to its attention to the appropriate committee. It shall receive all recommendations and resolutions from all standing and ad hoc committees prior to submission to the College Council.

The committee shall submit such recommendations and resolutions to the full College Council or shall return them to the appropriate committee with comments. If a recommendation or resolution is returned to a committee and the committee passes it for a second time and returns it to the Steering Committee, it must be placed on the agenda of the next Council meeting. By submission of a petition signed by one-third of the members of the College Council, the Steering Committee must send to the full Council any recommendations and resolutions submitted to it at the next scheduled meeting.

The Steering Committee shall in addition have power to call the College Council into session, to coordinate the activities of all committees, and shall be

responsible for informing the instructional staff regarding its activities each semester (e.g., through the College website).

Report: Between 2009-2012 the committee assessed the meeting schedule for each semester, and determined that the first meeting of the Fall and Spring semesters should be rescheduled to early October and April respectively. This will give committees enough time to prepare resolutions for considerations by the Council. In all other respects, the schedule for meetings, Agendas, and other Council functions is working well.

Committee on Committees:

Mission statement: The Committee on Committees shall name the members of each of the other standing committees and determine the number of members, with the exception of the Steering Committee, from a list of preferences (a minimum of three) obtained from each member of the Council. It shall schedule a date and place for each committee to meet to elect a chairperson and a secretary and to determine its permanent organization.

The committee shall name replacements to standing committees, with the exception of the Steering Committee, from the list of preferences of each member, which it shall maintain.

The committee shall consider written petitions from any member requesting reassignment to an alternative standing committee for the duration of his/her term, and shall make such decisions at its discretion.

Report: In 2009-2010 the Committee on Committees overhauled the committee assignment and election processes that had been in use since the inauguration of the Council. Committee assignments are now made for a member's entire term instead of on an annual basis, and the election of chairs and secretaries has been streamlined and expedited. This new system has functioned very efficiently since then. In particular, the full-term member committee assignments have eliminated the need for frequent and protracted elections at Fall College Council meetings each year. Also, a move to electronic committee selection has further improved the experience for Council members making committee selections and requesting reassignments.

Curriculum Committee

Mission statement: The Curriculum Committee shall be concerned with the formulation, development, modification, and evaluation of curricula.

1. The committee shall receive proposals from any member of the instructional staff. Such proposals (in approved, standard format) shall be submitted through and approved by appropriate department curriculum committees (and/or other such approval required by the department), forwarded to the Provost for review, and then referred to the chairperson of the committee for purposes of recommendation and evaluation by the committee. Proposals may also be forwarded to the Provost from the Program Director of Liberal Arts or the Chairs of duly appointed college task forces (e.g., General Education).

2. The chair of the committee shall establish a curriculum proposal submission calendar for each semester in consultation with the Provost, who shall distribute the calendar to department chairpersons.

3. The committee shall consider proposals for new or modified degrees, certificates, and courses (including "experimental" 82 courses) with regard to such factors as their relation to the college's mission and existing curriculum, as well as their hours, credits, content, learning outcomes, evaluation criteria, and expected articulation.

4. The committee shall report its recommendation to the College Council for review and approval. (Minor changes--such as course numbering, modifications of course names--shall be reported to the College Council as informational items.)

Report: The Curriculum Committee has affirmed its mission statement. Between 2009-2012 the committee has been extremely busy with matters of curriculum for each of the academic departments and the College. Most notably, the committee has accomplished a great deal in restructuring and defining the Liberal Arts Program, the College's General Education requirements, and a number of other areas proposed from within the College and the University.

Instructional Committee (see Attachment A below)

Mission statement: The Instructional Committee shall develop and periodically review and revise instruments and procedures to provide evaluative data on instruction and instructional effectiveness, including student evaluation of instruction and peer review of instruction. The data provided by the instruments shall be considered confidential and made available only to the faculty member directly concerned and departmental and college-wide committees and college officers responsible for the evaluation of instructional effectiveness.

The committee shall receive proposals from any member of the instructional staff or the student body through the chairperson of the committee, who shall refer such proposals to the appropriate departments and the Chief Academic Officer for purposes of recommendation and evaluation.

Report: **The committee resolves to revise their mission statement.** The new statement should read as follows:

“Instructional Committee: shall review matters regarding instruction and the instructional process. This includes, but is not limited to: instruments and procedures to provide evaluative data on instruction and instructional effectiveness; student evaluation of instruction; peer review of instruction; and any issues of personnel, procedures or technologies that may impact the instructional process.

The data provided by instruments shall be considered confidential and made available only to the faculty member directly concerned and departmental and

college-wide committees and college officers responsible for the evaluation of instructional effectiveness.

The committee may receive proposals from any member of the instructional staff or the student body through the chairperson of the committee, regarding the instructional process.”

Finally, the committee has developed a process for administering both peer observations and student evaluations of teaching for courses taught exclusively online.

Legislative Committee

Mission statement: The Legislative Committee shall be concerned with the Governance of the College, including the constitution and amendments, election procedures, Bylaws of the College Council, and initiation and review of all outside legislation concerning the College.

Report: In addition to proposing the changes to the Committee on Committees process, the Legislative Committee has been quite active since 2009. In response to Middle States recommendations on governance, the committee added two new delegates to the Council membership representing part-time Instructional Staff and retirees. The term of office for full-time Support Staff delegates has been extended to three years to match that of Instructional Staff. The Constitution was revised to reflect these changes, as well as the three-year assessment cycle instituted for the Council.

As part of its charge to administrate college elections, in 2010-2011 the committee revised the policies and procedures by which department elections are administered. The transition to internet-based e-voting (begun in 2009-2010) has been completed with very effective results in terms of accessibility, participation rates, and efficiency.

Finally, the committee proposes no changes to its mission statement.

Strategic Planning and Budget Committee

Mission statement: Strategic Planning and Budget Committee: shall review the strategic and financial plans for the College for the purpose of ensuring that assessment results affect planning; planning is evidence-based; strategic plans affect fiscal decisions; and these fiscal decisions support academic priorities, staff and organizational development, facilities plans, and other institutional priorities.

The Committee will approve and/or recommend strategic plans and budget priorities to the College Council. It will not deal with specific budget allocations or monitoring of expenditures. To enable the Committee to serve as a vehicle for budgetary transparency, the Chief Administrative Officer shall designate an administrator to appear before the Committee at the beginning of each semester to report on the College budget. Based on the report of the budget, the Committee may seek additional related information or available

institutional data. The Committee will review the information presented and report to the College Council on its review.

Report: The Strategic Planning and Budget Committee held college-wide events in May 2010 and October 2011 to identify new strategic priorities. Each of these events was attended by more than 100 members of the college community. The committee submitted resolutions to the full College Council endorsing new priorities in May 2010 and November 2011.

Each semester, the College administration has presented information about the budget to the committee, so that the members can see the connections between expenditures and the College's priorities.

Students Committee

Mission statement: Students Committee: shall be concerned with policy pertaining to student recruitment, admission, attendance, discharge, discipline, counseling, academic standards, graduation, ceremonies, student health and other services; extra-curricular activities including athletics, as well as other activities relating to the students.

Report: The committee currently proposes no changes to its mission statement.

b. The Legislative Committee advises Council members as to the schedule for the upcoming campus election season in May, beginning with certain department elections the week of May 7-11, 2012. The next College Council meeting has been rescheduled to Thursday, May 17, 2012 at 3:00 PM in room M-240.

III. New Business

Attachment A: **Instructional Committee Revised Mission Statement**

Old Version:

The Instructional Committee shall develop and periodically review and revise instruments and procedures to provide evaluative data on instruction and instructional effectiveness, including student evaluation of instruction and peer review of instruction. The data provided by the instruments shall be considered confidential and made available only to the faculty member directly concerned and departmental and college-wide committees and college officers responsible for the evaluation of instructional effectiveness.

The committee shall receive proposals from any member of the instructional staff or the student body through the chairperson of the committee, who shall refer such proposals to the appropriate departments and the Chief Academic Officer for purposes of recommendation and evaluation.

Revised Version:

The Instructional Committee shall review matters regarding instruction and the instructional process. This includes, but is not limited to: instruments and procedures to provide evaluative data on instruction and instructional effectiveness; student evaluation of instruction; peer review of instruction; and any issues of personnel, procedures or technologies that may impact the instructional process.

The data provided by instruments shall be considered confidential and made available only to the faculty member directly concerned and departmental and college-wide committees and college officers responsible for the evaluation of instructional effectiveness.

The committee may receive proposals from any member of the instructional staff or the student body through the chairperson of the committee, regarding the instructional process.