



COMMUNITY  
COLLEGE  
OF RHODE ISLAND

**Governance Council Committee Meetings**  
**Agenda / Minutes**

<b>Chairs' Council Committee</b>	
<b>Date of Agenda Posting:</b>	May 1, 2018
<b>Meeting Date:</b>	May 8, 2018
<b>Meeting Start Time:</b>	12:30 PM
<b>Meeting Actual Start Time:</b>	12:35 PM
<b>Meeting Location:</b>	Room 4090
<b>Meeting Secretary :</b>	Susan Sienkiewicz

**Member Attendance**

<b>Committee Member Name</b>	<b>Title</b>	<b>Present</b>	<b>Notes</b>
Mazin Adam	Chair, ARTS	X	
Elizabeth Arendt	Chair, CHEM	X	
Pranab Banerjee	Chair, PHYS		
John Cole	Interim Dean, AHSS		
Rosemary A. Costigan	VPAA	X	
Allie Cullen	Chair, NURS I	X	
Kathleen Gazzola	Chair, DENT		
Deb Notarianni-Girard	Chair, LANG	X	
Hilary Jansson	Dean, HARS	X	
Maddie Josephs	Chair, AHPG	X	
Michael Kelly	Chair, CSIP	X	
Ray Kilduff	Chair, PSY		
Leslie Killgore	Chair, SOCS	X	
Dina Levitre	Chair, ENGL		
Cheri Markward	Chair, PERF	X	
Phil Miller	Chair, ETEK	X	
Steve Murray	Chair, CJLS		
Carol Patnaude	Chair, HMS	X	
Cecile Roberti	Chair, BUSN	X	
Kim Crealey-Rouillier	Chair, RHAB	X	
Tom Sabbagh	Dean, BSTM	X	
Jim Salisbury	Chair, LRC	X	
Kevin Salisbury	Prog. Dir, PHED	X	
Susan Sienkiewicz	Chair, NURS II	X	
Ruth Sullivan	Dean, LRLS		
Soudabeh Valicenti	Chair, MATH	X	
David Vito	Chair, BIOL	X	
Lexer Grande	Student	X	
Oscar Rosa	Student		

<b>Guests in Attendance</b>	
Jeanne McColl	Interim Asst. Dean, Nurse Education
Lauren Nicoll	Assistant Dean of BSTM
Steve Berrien	Interim Dean of AHHS
Isabel Trombetti	Acting Chair, PSY

### **Agenda**

<b>Agenda Item</b>	<b>Notes on Discussion</b>
<b>1- Approval of Minutes from 4/10/18</b>	No revisions needed. Motion to approve minutes by Lexer Grande/Kevin Salisbury. All in favor; 0 – opposed
<b>2- Announcements</b> <b>a. New Faculty Reception</b> <b>b. Transfer &amp; Articulation Day</b>  <b>c. Professional Development Opportunity</b>  <b>d. Commencement</b>	<p>a. Reception will be held on May 10<sup>th</sup>, 3-5PM at the President’s house.</p> <p>b. Articulation Day is May 11<sup>th</sup>, 1-4PM in the KC Field House. The new Associate Commissioner for Higher Ed, Paula Szulc, will oversee this meeting day. Implementation of the Transfer Policy will take place over time. To guide the process, a timeline will be developed. More clarity regarding this process will be provided in December.</p> <p>c. Our Strategic Plan has been accepted by the Postsecondary Council. A “design thinking” program (relative to the strategic plan) is scheduled for 5/18, 9AM-3PM. Lt Colonel Michael Manning will lead the workshop. Consider how your department fits in the strategic plan. We need to increase the number of certificates we offer. Look at where and when we can offer additional certificates.</p> <p>d. Reminder: Graduation is being held at the Dunkin Donuts Center, Line of march begins at 4:15 PM on 5/17. Lineup is at 3PM; Enter via rear door; Information available to all via the Student Affairs Office.</p>

<p><b>e. Introduction of Marcus Buckley, Interim VP of Finance</b></p> <p><b>f. Champlin Grant</b></p>	<p>e. VP Buckley provided a self-introduction. Principal focus at CCRI:</p> <ul style="list-style-type: none"> <li>i. establish “delegated purchase authority”</li> <li>ii. re-engineer the college’s budget process <ul style="list-style-type: none"> <li>• re-establish a budget committee</li> <li>• develop budget tools to create 3, 5, and 10-year budget models based on future forecasting of budget needs</li> </ul> </li> </ul> <p>f. A proposal was submitted to Champlin for an innovation lab/space that would bring together different disciplines in art, communication and technology designed to assist in creative solutions to different problems. It is intended to provide faculty with opportunity to work in state of art innovation lab with students.</p>
<p><b>3- President Council Update</b></p>	<p>No recent meeting; no report. Next Council meeting is in June.</p>
<p><b>4- Follow-up Item/s</b></p> <p><b>a. HELP Courses</b></p> <p><b>b. Summer Institutes</b></p>	<p>a. Report: Chair Roberti reported that it is helpful to have the data on hand and would like to know what other information can be obtained via IR. Chairs should work with Deans to determine what other reports are needed. HELP data will be pulled once per year. These reports can serve as assessment reports, in particular, for programs that have no other or minimal data to report. Chairs need to show evidence that the HELP reports have been looked at and a plan has been developed.</p> <p>b. Summer Institutes &amp; Strategic Planning will be held in June and August. The June workshop is a 3-day program addressing Effective Teaching</p>

	Strategies (ACUE). The August workshop will incorporate Strategic Planning initiatives.
<b>5- Policies</b> <b>a. WP/WF Policy</b>  <b>b. Work-based/experiential Learning</b>  <b>c. Policies Needed</b>	a. The policy will be returned to Academic Advisory Council by the VPAA because clarity is needed. b. We need a policy regarding experiential learning. Lauren Nicoll will spearhead this effort. We first need to determine who is doing it, how we define, how we grow it. Lauren will send an email to chairs seeking more information. c. We need a faculty handbook. We need to develop policies around “teaching effectiveness” and “academic rigor” to codify classroom expectations.
<b>6 – New Chair</b>	VP Costigan stepped down as chair to allow the Council to perform its mission which is to establish policy. Policies drafted will then be forwarded to the VPAA. Having the VPAA serve as Chair minimizes faculty role in governance. Kim Rouillier re-directed the Council to differentiate what we do vs. what Academic Advisory Council does. Tom suggested that we look at minutes of a Faculty Senate (from another institution) as this group has a role similar to a Faculty Senate. Kim Rouillier was nominated for chair by Leslie Killgore/Tom Sabbagh. Discussion regarding Council role will be continued at the next meeting.

**Meeting Action Items**

<b>Action</b>	<b>Assigned To</b>	<b>Deadline</b>

<i>HELP Courses – show evidence (in dept mtg minutes) that reports have been reviewed and a plan developed, if necessary.</i>	<i>Chairs</i>	<i>Should be done by or at end-of-year academic departmental meetings</i>
<i>Work-based/experiential learning policy needed</i>	<i>Lauren Nicoll will lead effort; will send email to chairs to gather information.</i>	

**Decisions Made**

*(Document any decisions made during the meeting)*

<b>Decision 1</b>	
<b>Election of Chairperson</b>	<b>Kim Rouiller elected by unanimous vote.</b>

**Meeting End**

<b>Meeting Schedule End:</b>	<b>2:00 PM</b>
<b>Meeting Actual End:</b>	<b>1:45 PM with VP Costigan/2:10PM by new Chair Rouillier</b>
<b>Next Meeting Date:</b>	<b>Tuesday, 9/11/18</b>
<b>Next Meeting Time:</b>	<b>12:30PM</b>
<b>Next Meeting Location:</b>	<b>TBD</b>