

NASSAU COMMUNITY COLLEGE
Garden City, New York 11530

Academic, Student Affairs & Enrollment Committee Meeting Minutes

November 12, 2024

The meeting of the Academic, Student Affairs & Enrollment Committee of the Board of Trustees was held in the College Center Building room 252-253. The meeting was called to order by Trustee Tuman at 5:20 p.m.

Committee Members Present: Donna Tuman, Chair
Lynne D'Agostino
Kathy Weiss
Jordon Groom
Jorge Gardyn (ex-officio).

Also in Attendance: John Durso, Wanda Jackson,
CAO Conzatti, VPs Genette-Alvarez and Smith,
Registrar Barkan, Asst. VP Follick, AVP Hylton

1. Approval of Minutes

Trustee Tuman made a motion to untable the minutes of September 10, 2024. Seconded by Trustee Weiss. Motion carried 4-0.

Trustee Tuman requested a motion to approve the amended minutes of September 10, 2024. Trustee Weiss made the motion; seconded by Trustee D'Agostino. Motion carried 4-0.

Trustee Tuman requested a motion to approve the minutes of October 8, 2024. Trustee Siberón made the motion; seconded by Trustee Groom. Motion carried 3-0-1(Weiss).

2. Report of the Academic Senate Chair

Chair Gorman reported that he attended the Plenary of the Faculty Council of Community Colleges (FCCC) and while there he asked a question regarding policy. The Chair of the New York Community College Trustees (NYCCT), Allen Williams, responded "*the Board makes policy*", but he no less clarified that there can be confusion on what actually constitutes a policy, which he defined as "*an overarching policy that affects the institution*". Chair Gorman was pleased with this answer, since it concurs with what he has heard the administration say about policy. NYCCT Chair Williams also said that he has noticed Board members are uncertain whether somebody speaking is representing union or governance.

Chair Gorman stated for the benefit of the new Trustee, that on governance, the Academic Senate does not represent the union at all. He offered to explain the difference if anyone were interested. He thanked Dr. Alvarez-Ortiz for encouraging him to attend the Plenary, as well as for providing his funding.

Candice Vacin, President of the FCCC, had scheduled a visit to Nassau on November 21st for the purpose of seeing what the FCCC can do for the campus. During this visit, she would not be meeting with the Board, but she did request to meet with Dr. Conzatti, who graciously agreed. The FCCC has been instrumental in getting the deadline for the SUNY mandate on the General Education (GE) framework extended to Fall 2025. He has brought this visit to the Board's attention to ask the Trustees to encourage the administration to welcome President Vacin since the FCCC can be helpful and is a unit of SUNY.

Dr. Conzatti and Chair Gorman signed appointment letters for 15 faculty, 5 administrators, and 2 students to serve on the Guided Pathways Task Force.

Chair Gorman reported that there are three (3) FCCC resolutions on the November 21st Senate agenda: 1) The Importance of Early Engagement of Shared Governance Groups in Policy Development; 2) Calling for Equitable Funding for Community Colleges in New York State; and 3) Provide Definitions and Term Limits for Temporary Executive Level Vacancies in Community Colleges. Additional SUNY mandates on Core Competency and Civic Discourse, and AI technology are being addressed in some of the courses. The Campus Wide Curriculum Committee (CWCC) has ideas on how to address which one coincides with the charge on mandating NCC 101.

Chair Gorman also requested that the Board encourage the administration to support shared governance in the small things, such as: 1) there is no office manager in the Senate, and there is an approval in place, but the administration needs to take more of an active role to get some help; 2) there is approximately a \$25,000 shortfall as a result of contract negotiations in terms of funding the existing release time, which is a gracious amount of 54 hours, but he cannot provide in a quick sentence why it takes so much time for the faculty and the governance system to operate; and 3) would the administration provide funding for the FCCC visit so he does not have to personally pay for lunch.

3. Update on Course Evaluation Pilot and Course Survey Tool and Process

Dr. Hylton gave an update on the course evaluation pilot. She reminded the Board that the course evaluation pilot is tied to the Board's goals for academic year 2024 – 2025, which was discussed at the September 10, 2024 meeting. The survey will be administered via our Learning Management System (LMS), which is Brightspace. The survey has been uploaded and is being piloted by several individuals across campus. The survey opens on Monday, November 25th and will run approximately four (4) weeks, closing on December 13th. Reminders to the students have been built into the survey. As this survey is a pilot, there are several recruitment mechanisms, such as sorting how many responses or what percentage the response increased after each recruitment mechanism has been used. Direct messages and announcements will be used in Brightspace, and a social media campaign is being considered.

As discussed at the September meeting, a stratified random sampling technique is being used to select the course sections to be included in the pilot. There will be approximately 621 unique course sections to ensure that the sample represents the courses we have on campus. An exclusion criterion was applied: for example, all course sections with one instructor were removed from the sample because we could directly tie back the results to that course. This 621 represents approximately 26% of the course sections that are on the books for this semester. The pilot was built to survey more course sections than actually needed in order to have a good response rate should some course sections or some students in the course sections not respond. In Brightspace, students will see two things: 1) an announcement about the course evaluation pilot; and 2) a direct link to the survey. The link will differ by course section; therefore, 621 links will be created.

Trustee D'Agostino asked how many questions are included on the survey. Dr. Hylton explained there are six (6) questions instead of eighteen (18), as per the first survey. Question #2 has been revised to ask about all the SUNY General Education competencies and requirements since people were skipping the question. The survey should take approximately 5 to 10 minutes to complete.

Trustee Weiss commented that a 26% response rate of the course sections is decent since that level of response is not expected; and wondered whether the goal is 5%? AVP Hylton explained she is hoping for 20%; however, considering that this is the first time the survey is being conducted, a 10% response rate would be great.

Trustee Tuman commented that the survey is user friendly and she appreciates the time AVP Hylton put into the survey. She inquired about the student campaign to work as a catalyst for students to respond, which AVP Hylton had mentioned at a previous meeting. AVP Hylton replied that incentives are not being offered because course evaluations are intended to be altruistic in terms of completing the survey, and, therefore, to ensure that

as many students will know about the survey, there was a meeting with Student Government to get students' attention, and social media is being considered to get their attention, as well. She thanked Drs. Smith and Oyero for organizing the meeting.

Trustee Groom asked AVP Hylton if she is looking into adding more courses because the classes with one instructor were excluded, as well as classes with only one section, and will those courses be evaluated in the future? AVP Hylton replied that those courses will be evaluated, as well as remedial courses which were also excluded.

AVP Hylton reminded the Board that the survey is a course evaluation, and not a faculty evaluation.

4. Enrollment Updates

Registrar Barkan presented the Winter 2024 registration comparing November 7, 2024 to November 7, 2023, which reveals an increase of 29.20% in credits and 27.57% in head count. We are up in non-degree and visiting students, as well. Winter registration is ongoing and Spring registration begins on November 17th.

The NCC Fall Open House was held on October 20th, and 312 students attended with over 500 total participants, including family members. The High School Counselor Breakfast that took place on October 25th was well attended and successful, with 51 school Counselors and Superintendents attending from Nassau, Suffolk, and Queens. The SUNY free application weeks resulted in 1,259 applications submitted during the period compared to 1,238 applications that were submitted last year.

Trustees Tuman and Weiss inquired how do we reach out to the school counselors, because 51 in attendance is a very low number when you think about the number of guidance counselors there are in Nassau and Suffolk. Registrar Barkan replied that AVP Follick extends an invitation to the districts and will discuss with AVP Follick other ways to follow up with the invite.

Chair Tuman asked if there were any other items for the Committee to consider. There being none, the meeting adjourned at 5:45 p.m.

Respectfully submitted,

Anne E. Brandi

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Secretary to the President and
the Board of Trustees