

Glasgow Caledonian New York College

Academic Board

2018/19

Meeting September 4th, 2018

Minutes

Status – Unconfirmed Draft

Present; Prof Robert Clougherty (Chair); Stephen Lopez;; Linda Ryan; Prof Ruth Whittaker

In-Attendance; Jessica Chang Russell; Viktoria Popova

Apologies: Fiona Campbell, James Miller; Elizabeth Pulos; Seisei Tatebe-Goddu

Welcome

The chair welcomed members to the first meeting of the GCNYC Academic Board for session 2018/19

1 Apologies

1.2 Apologies were noted

2 Minutes of the Previous Meeting & Matters Arising

2.1 Presented: Minutes of the Previous meeting held June 13th 18 (Doc AB18-01-1)

2.2 **Approved:** Members unanimously approved the minutes of the previous meeting.

2.3 There were no matters arising

3 Composition & Membership 2018/19

3.1 Presented: The Chair presented a paper containing the propose composition and membership for 2018/19 (Doc AB18-02-1), highlighting amendments to the membership required due to the continued development of the college.

3.2 **Endorsed:** Members unanimously endorsed the document, which will be subject to formal approval by the GCNYC Board of Trustees.

4 Chair's Report

4.1 The Chair provided an update on the following:

- i. New Intake for Sept 18 with an expected solid 28 new students expected to commence, and more continuing to enrol and register.
- ii. 3 previous faculty will be returning and 4 new members will be commencing.
- iii. A Faculty Development event took place in Spring, which was well received by all attendees; the next is on Friday, September 8.
- iv. A Faculty Dining Room—a regular lunch meeting for GCNYC faculty-- is being established to facilitate the sharing of best practice

- v. Sept17 intake have commenced their dissertations and are expected to completed by Dec18, with a Commencement Exercise scheduled for Sat Dec 15th.
- vi. The College received its Middle States Candidacy in early summer and is now progressing towards full accreditation status.
- vii. Considerable effort has been put into the necessary work required for our Title IV and SEVP applications. SEVP is due to make a site visit on Sept 10th.
- viii. There is been some issues with filling some key recruitment positions, with discussions ongoing with relevant parties
- ix. HR, Campus Safety, and Technology audits have recently taken place.

5 Director of Information & Commons' Report

- 5.1 Presented: The Director of Information & Commons provided an update in relation to work library and information services (Doc AB18-03-1), highlighting resource requirements with respect to external information and data source provision.
- 5.2 Clarification was provided that while the Academic Board can endorse proposals, it was not within its remit to approve and resource requests.

6 Director of Assessment & Accreditation's Report

- 6.1 The Director of Assessment & Accreditation provided an update (Doc AB18-04-1) with respect to the continued development and implementation of the Outcome Assessment Plan, including cross-curriculum assessment and curriculum course mapping. Writing skills workshops will run every 2nd week primarily for those in their final trimester and undertaking their dissertation, but open to all students.

7 Director of Student Services and Title IX Report

- 7.1 The Director of Student Services and Title IX provided an update on the following:
 - i. Enhancements to the campus to facilitate additional classroom and faculty office spaces.
 - ii. Title IX related activities and new campus security practices being put in place.

8 Dignity at Work & Study

- 8.1 A Dignity at Work & Study (Doc AB18-05-1) was presented by the Director of Student Services and Title IX
- 8.2 **Approved:** Members unanimously approved the policy

9 Anti-Bullying Policy

- 9.1 An Anti Bullying Policy (Doc AB18-06-1) was presented by the Director of Student Services and Title IX, which is mandatory as part of our Title IX requirements
- 9.2 Clarification was provided that this policy sits within the overall Student Conduct and Campus Safety Policies

9.3 **Approved:** Members unanimously approved the policy

10 Academic Calendar – 2018/19

10.1 The Academic Calendar – 2018/19 (Doc AB18-07-1) was presented by the Chair

10.2 **Approved:** Members unanimously approved the Academic Calendar for 2018/19.

11 Catalog 18/19 V1

11.1 The 2018/19 Catalog V1(Doc AB18-08-1) was presented by the Chair.

11.2 **Approved:** Members unanimously approved the 2018/19 Catalog V1.

12 Transfer & RPL – Terms and Conditions

12.1 Transfer & RPL Terms & Conditions (Doc AB18-09-1) was presented by the Director of Assessment & Accreditation.

The primary change is that students must attend the RPL workshop to apply, and they must sign the RPL Terms and Conditions to apply.

12.2 **Approved:** Members unanimously approved the terms and conditions associated with the RPL policy.

13 Schedule of Meetings 2018-19

13.1 The Schedule of meetings for 2018/19 (Doc AB18-10-1) was presented for information

Tuesday, Sept 4th 2018
Thursday, Dec 13th 2018
Tuesday, Feb 26th 2019
Tuesday May 21st 2019

All meetings will commence at 11am EST.

Date of Next Meeting

Thursday Dec 13th 2018 at 11am EST