Bank Street
College of Education

College Advisory Council Meeting Minutes
October 25, 2016
3:30 – 5:00 PM
Room C12

Present:
GSE Reps -Robin Hummel, Amy Kline, Michele Ryan (SAT)
Children's Programs Reps - Ali McKersie (SAT)**,** David Mortimer
S&O Reps - Kelly Lorenz**,** Angela Persaud
IPR Reps - Sylivia Fan (Hsiao-Yi Fan)**,** Alexander Iwachiw
DERO Rep – Charles Babian
BSEC Rep – Emily Sharrock (substitute)
Ex-Officio Reps: Akilah Rosado, Shael Polakow-Suransky

Absent:
BSEC Rep – Katherine Baldwin
Children's Program Rep – Pam Wheeler-Civita

Call to order at 3:35 PM

Agenda Item I: Recap & Administrative Stuff

a. Minutes Review
Minutes from September 2016 meeting were approved unanimously.

b. Council Google Site
Committee members will receive access to the internal committee Google site following the meeting, where meeting archives and essential resources can be accessed.

c. All-College Meeting

d. Upcoming meetings (monthly with Shael, quarterly with Cabinet)
Shael will begin attending portions of the monthly committee meetings starting in November. Co-chairs are working with Cabinet and Board of Trustees Governance Committee to schedule upcoming meetings.

e. Nominate Secretary
Committee agreed to volunteer on a monthly rotating basis at the end of each meeting, Katherine Baldwin was volunteered by Emily to take notes at the November 2016 meeting.

f. Terms
Council agreed to review membership term conditions and elect who will serve what terms at a future meeting.

Agenda Item II: Big Ideas

Breaking Down Silos/ Governance &Transparency / Why this Matters / Engagement Strategies with Constituencies

- A place for providing ideas for breaking down the silos and sharing ideas, make suggestions, ask questions; Google survey that is always an open link—submit ideas and questions weekly and pulling that information; provide meeting materials and key highlights from All-College meetings.
- Web forum or group description place where people can post a question and get an answer
    - Have to build culture of awareness around it to create habit; integrating technology into daily life
    - Topics populated in chronological order, sticky notes to the top; good for topics with multiple sub-topics.
    - Does the forum dictate the function? Rather than the function dictate the forum.
    - Asking the questions of the community of WHAT they would like to see on the forum
        - Programmatic information
        - Who everyone is/ what they do
        - Decide what topics/info goes on the forum
- Questions of what happens with the information after it's given?
- Acknowledging what we are already do
- Consolidating all forums of information – consolidating learning information management systems
- Short-term solutions to interconnect people informally
    - Using All College – sharing work, problem of practice
    - Better understand internal meeting structures within divisions to present opportunities to share information, work and collaborate
    - Collecting data to create a one-stop FAQ for staff and faculty to access on the website
    - Brown Bag Lunches (GSE)
    - Book Talks
    - All College Retreats
    - Centennial Innovation Fund
- Outstanding questions
    - How do we share our work/ create collaboration
    - How do we create quick to access resources
    - How do we provide a forum and safe place for people to ask questions and get answers

Questions about who the CAC is and what we do….

- What is the goal/role of CAC representative divisionally and institutionally?
- How does a CAC collect questions/feedback divisionally and institutionally?
- What are the structures to talk/share/address issues divisionally and institutionally?

Homework

- Distilling the charter down to three talking points (Kelly/Robin/Akilah)
- Each committee member or group will generate and submit 3-5 questions that they have as a division that will plant the seeds for engagement with our constituents (should not be about CAC role). Will submit by November 11th to collegeadvisorycouncil@bankstreet.edu

Adjourn 4:55 PM