

Faculty Assembly Minutes
Thursday, February 20, 2014, Theater 2:40 p.m.

1. Chair's Report

1. Unanimously Approved 11/12/2013 minutes
2. Guest Speakers:
 - i. Dr. Julie Horton – Question Session
 - a. Remote Access to our Desktop – when is it coming back?
 - i. Working on a policy to reintroduce it so that everyone can get access
 - ii. Draft is in the works
 - b. iPad Proposal: There is money available; if you are interested in an iPad or Surface Pro, complete the proposal, which is due March 1 (zero proposals have been received). Proposal is attached to the this email
 - c. Will we only have one printer per building (rumor? Dr. Horton will research) **Dr. Horton sent T. Gift an email “. . . at this time there hasn't been any movement or thought to move in that direction.”**
 - ii. Dr. David Warner -- Question Session
 - a. Raising caps on class enrollment: the college has an average class size of 17 to 18; it should be closer to 20/22; when enrollment declines, instructional costs do not decline; need to be more efficient. As budget and funding get tight and enrollment declines, be creative in scheduling.
 - Advanced courses with low enrollment (combine courses where appropriate)
 - Offer classes with larger caps (35+ students)
 - Combine online and traditional courses
 - Raising caps should be in consultation with the faculty member and chairsDr. Warner will deal with the scheduling of being on campus 4 days; office hours **do** meet the criteria for being on campus 4 days a week. This is not applied consistently across all divisions
 - b. FLPTC recommending changing the cap on advanced courses (from the minimum of 8 -- it doesn't fit all); recommendations from FLPTC will be shared later
 - c. Middle college conflicts with our normal scheduling (night versus day – requiring courses that historically go well at night but not day are being required during the day, making it difficult to meet the 85 minimum. If you feel you are under a hardship, let Dr. Warner know; he will look at a fair load.
 - d. Middle States New Workload (rumor new charges are coming) Dr. Warner stated this at Academic Council: Once Self-Study groups turn in your final document, you may be required for additional research/explanation. There will be more work for the academic officers (policies need updated, missing policies, etc.) “No faculty should be assigned additional work” per Dr. Warner.
 - e. What are the procedures for tenure? For promotion? Standard procedure: look at academic guide book, promotion tenure, etc. Portfolio for tenure is not required; mandatory guidelines in the Academic Affairs Guidebook. Basically a letter for tenure, booklet for promotion
 - f. Is Facebook a requirement? Dr. Warner: “Not sure where the information that appeared on Facebook came from.” Reach out to your students when there is a delayed opening. Building openings will be discussed (open prior to the start of classes).
 - g. Why is the fall 2014 starting on a Tuesday? A carry-on from last fall (started on a Wednesday), summer sessions ends on a Monday; the fall semester then starts on Tuesday. Hybrid classes meeting on Monday will not meet until the third Monday because of the

Tuesday start and then Labor Day. They will meet for the first time after the due date for no shows. That was an “oops”, no one thought about hybrids.

2. Old Business - None

3. New Business

- i. Delayed opening start time
 - i. Recommendation: When there is a delayed opening, staff reports at the time the college opens, classes start with the next regular scheduled meeting time (8:30, 10:00, 11:30, 1:00, 2:30, 4:00, 6:00, etc.); the same announcement should appear be on all three forms of communication (e-text, Facebook, and the banner on the HCC website).
 - ii. Placing a message that classes will meet as normally scheduled will not happen per Prof Harsh’s research
 - iii. Motion was moved and approved unanimously.
 - iv. If instructor cancels class even though the college is open and gives an alternative assignment, are there going to be consequences? (can’t take personal/sick leave)? According to Facebook (not everyone is on Facebook), student absent may not count against them, why? Student attendance should be resolved with the instructor. Conflicts exist within Facebook, College Handbook, Employee Handbook, and Student Handbook. We need to be consistent across campus. If you don’t come in with the college is open, you take the appropriate leave. VP Warner stated that no one’s pay will be docked.
2. Nominations for Faculty Executive Committee Officers in March (will vote in April) for Faculty Chair (perks: 3 credit overload, speak at graduation), Vice Chair (undying gratitude from Chair) and Recorder (1 credit overload)
3. Nominations for Outstanding Faculty Member in March (will vote in April) Paul Jozik was last year (perks: chair, luncheon, speak at Honors Convention)
 - i. Nominations for Faculty Emeritus – Policy Number 5070 for requirements -- Dixie Myers was moved, seconded and approved unanimously
4. Need volunteers: Library Heritage Book Preservation Workgroup – to determine which books we want to preserve and those to sell; please send an email to Mike Harsh (mgharsh@hagerstowncc.edu) indicating your interest

4. Governance Committee reports

1. Academic Council – no report
2. Academic Standards –information on grading scales from various schools being analyzed
3. Administration and IT – still working on vehicle use policy
4. Curriculum Committee - no report
5. Teaching and Learning - no report
6. Student Affairs - no report
7. Human Resources - no report
8. Governance - no report
9. Technology Planning Council working on VPN policy (remote access policy), Strategic Plan is available: email Stacey McGhee or Lore Kuehnert if you need it and why
10. Ad Hoc Committees:
 - i. FLPTC
 - a. Meet once a week, faculty and 4 administrators
 - b. Recommendations are being shut down by the president before they get the consensus.
 - c. Are making some progress, stay tuned for updates later
 - d. Frustrated by the pace; change is possible

- ii. Safety and Security
 - a. How safe you feel on campus survey, return to Kepler 110, A. Little
- iii. Campus Communication
 - a. Recommendation: email was the most popular method of communication, we need to make it more effective/efficient
 - b. We need an end of summary report from unit planning as to what is approved and what was not approved
 - c. Recommendation: create guidelines for campus wide communication
- iv. Smoking
 - a. Recommending that we go tobacco free campus (e-cigarettes, snuff, etc.)

Upcoming events:

BSU Fashion Show -- March 1

Phi Theta Kappa -- March 2

"JB" play -- March 28, 29, 30

42nd Street (play) – April 25-27

Current Membership for Faculty Assembly Executive

Stacey McGee/Lori Spessard, Joe Mason, David Maruszewski, Mike Harsh, Bev Witmer, Melinda May, Richard Campbell, Trudy Gift, Michael Harsh