

Faculty Assembly Minutes
Thursday, April 17, 2014, Theater 2:40 p.m.

I. Chair's Report

1. Teresita Fawcett – three upcoming events
 - i. Webinars
 - a. Webinar – Course Quality and Moodle: Exploring Best Practices, Thursday, April 24th 2:00-3:00 pm BSH 114; Must register; see email from Teresita
 - b. Webinar - Universal Design for Online Courses, Friday, April 25th 3:00-4:00 pm BSH114; Must register; see email from Teresita
 - c. Melinda May – Academic Rigor interactive discussion, Tuesday, April 22nd, 2:30-3:30 Fletcher Center, BSH106 (may be taped)
2. Chris Bear – representing student services, TRIO (federal grant funded program), more information on the HCC website
 - i. Available for 175 students, actively recruiting
 - ii. Low income students (Pell grant money)
 - iii. First generation college student
 - iv. Degree seeking student
 - v. Refer students that have these qualifications
3. Dr. Julie Horton – Updates
 - i. iPad recipient faculty you are expected to do a presentation during workshop (5/7) BSH114
 - ii. Online evaluations are going on currently (formerly received 68% response rate)
 - iii. Open Educational Resources Workshop in June for a free workshop 6/2 at Largo, MD (sent to Division chairs and Directors, must register)
 - iv. Upgraded projections units in several buildings
 - v. Face to face classroom evaluations online might be a possibility
4. Dr. David Warner -- Question Session
 - a. Professional Development Form - send a name from each division to Dr. Warner to serve on a review committee (final report will be due to Division chairs and Directors 6/15/2014); send feedback to Dr. Warner about the form.
 - b. Class coverage: Presented to Executive Council: Dr. Warner asked Directors and Chairs to use common sense when it comes to faculty's use of personal days, and when a faculty member substitutes for another as a professional courtesy there is no monetary loss for the absent faculty member. If, however, a substitute must be paid to cover a class, the absent faculty member must be docked for the absence. If a sub is being paid, someone is docked.
 - c. Online evaluations: clarification: you need 6 for it to count for a valid evaluation, FLPTC will address number of evaluations and advanced courses that never make the required number of students. Send concerns to your FLPTC representative
 - d. No Shows/walk-away Problems Continue – working on one place for submitting both is in the process
 - e. HR Question:
 - i. Faculty want electronic time sheets
 - ii. Sick Leave – Each employee is provided with the hourly equivalent of one day of sick leave for each month worked during the fiscal year (10 days). Sick leave is cumulative from year-to-year. Two days of sick leave per fiscal year may be used for personal business. See handout on Fringe Benefits. Formerly, personal days

were to replace floating holidays. It was not to be part of sick leave (we lost two days). HR is trying to find the history on this.

- f. Bookstore: There is no policy in place that a student has to purchase a textbook from the HCC Bookstore. Child Care and Food services will not go away without Bookstore support; the bookstore is losing money every year because of e-books
- g. If you have any issues, send to DJ Madron, new faculty chair
5. Approval of 3/20/14 minutes , moved and approved unanimously
6. Outstanding Faculty Member - Francis Cade

II. Old Business

1. The following were nominated and approved unanimously
 - i. Daniel "DJ" Madron, Faculty Chair; Kate Benchoff, Vice Chair; Alicia Drumgoole, Recorder

III. New Business

1. Vote on approval of Tobacco Free Campus (even though it has been announced and approved by Administration) was to have faculty support, it was going to implemented more strictly within the circle (areas of all campus buildings). Are patrons going to be 'hassled' when they attend HCC activities? Scheduled to take January 1, full campaign to take place in May. Were TIC employees surveyed? Vote: No 6, abstention 1, yes 54

IV. Governance Committee reports

1. Academic Council No report
2. Academic Standards pass/fail grading scale, reviewing academic rigor
3. Administration and IT No report
4. Curriculum Committee (new general education diversity outcomes) IT security policy was gone into second draft
5. Teaching and Learning No report
6. Student Affairs No report
7. Human Resources No report
8. Governance No report
9. Technology Planning Council No report
10. Ad Hoc Committees:
11. FLPTC – after FLPTC votes, the motion should come back to faculty to get our approval before it goes to the administration
12. Safety and Security - reviewing results of safety survey
13. Campus Communication No report
14. Smoking No report

Upcoming events: Harassment Prevention Training must be completed by Friday, May 16, 2014; email sent from Faye Miller

Outgoing Members for Faculty Assembly Executive Committee:

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

Announcements:

- Next Division Minutes be sure to have at least one representative on the Executive Council.

- AFFACT is at Carroll Community College in January 2015
- 42nd Street, dance recital, free tickets, April 25, 26 @ 8:00 pm 27 at 2:30, get tickets at the door
- Art student show on Monday, April 22, Tony Mendez, sculptor of Camden Yards
- Textbook for Karen Hammond granddaughter's school, call her to have any textbooks that have an ISBN

Thanks for your support!