

**Faculty Assembly Minutes**  
**September 18, 2014**  
**BSH 114**  
**2:40 – 3:40 p.m.**

**I. Approval of April Minutes**

The Faculty approved the April minutes by a unanimous vote.

**II. Chair's Report**

**A. Presentation by the Office of Public Information and Government Relations (PIGR)**

Beth Kirkpatrick, Director of the Public Information & Government Relations office, conducted a presentation on the updated Hagerstown Community College website. People should email the webmaster, Kate Zadjel at krzajdel@hagerstowncc.edu with any questions or suggestions concerning the website.

Ms. Kirkpatrick also introduced members of the PIGR staff, discussed the duties of the Public Information office, editing procedures, and brand management for the college. She distributed a document to Faculty entitled *HCC Brand Management Guide*. The Guide should be used by all faculty and staff members to help ensure that the HCC brand is appropriately and consistently used to represent all areas of the college in both print and electronic formats.

Ms. Kirkpatrick also reminded faculty to please contact the PIGR Office if they are ever contacted by the media so that the college is aware of and can respond to emerging issues within the community.

**B. Structural and Leadership Changes**

1. Faculty Assembly Executive Officers (introductions) – Dr. Madron introduced the new Faculty Assembly Executive Officers:
  - a. Dr. Daniel Madron (Chair)
  - b. Professor Kathryn Benchoff (Vice Chair)
  - c. Professor Alicia Drumgoole (Recorder)
  
2. New format for meetings:
  - a. Governance committee reports – Dr. Madron requested that Governance committee co-chairs bring issues from Committee to him to be discussed in Faculty Assembly.
  - b. Sharing email questions and thoughts – please forward all email suggestions and committee requests to Dr. Madron.
  - c. Suggestion box – Beginning with the October meeting, a suggestion box will be located at the back of the meeting room so that faculty may present questions and concerns

3. Dr. David Warner's Presence at Faculty Assembly meetings – The Assembly decided to discontinue monthly discussions with Dr. Warner at Faculty Assembly meetings. Instead, the Assembly decided that when they have a question or concern for Dr. Warner, they would invite him to Faculty Assembly meetings and, when possible, ask him to provide answers in print to questions asked by the Assembly.

The Assembly also discussed the idea of a moderated discussion between the Assembly and representatives from the college administration during the Spring Workshop.

### **C. Faculty Reports and Suggestions**

1. Middle States Reports and Institutional Learning Goals – Professors Dove and McGee presented a discussion on the implementation of revised Institutional Learning Goals. The new goals contain more easily measured outcomes. The revised Institutional Learning Goals will be implemented across the college.

The Assembly voted to support the new goals.

2. Final Exam Procedures – Professor Joseph Mason presented a discussion on best use of the Final Exam Schedule.
3. Faculty Procedures for Obtaining Library Resources – The Library has forwarded forms to Dr. Madron to be distributed among Faculty to request the preservation of certain academic materials and media within both the Library and/or offices within the Division. If faculty members are interested in keeping special items, films, or other materials within the Library or within their offices, they must fill out a request and justification form no later than October 15, 2014. The Library provided both the request forms as well as databases of eligible materials to the Assembly.
4. Faculty Socials – The Assembly decided to schedule additional faculty socials in the upcoming academic year. Some suggestions for the committee included a night at the HUB City Opera, a dance/sock hop and a holiday party.

### III. Governance Committee Reports

**Note: If the Governance Council does not give charges, the Governance Committees do not meet.**

- A. Academic Council:** Professor Joseph Marschner reported that the Council is comprised of faculty directors and chairs and that many if not most issues for Faculty Assembly come from this committee.
- B. Academic Standards:** Professor Suzannah Moran reported that the Committee will discuss the pass/fail grading scale, is reviewing academic rigor, and looking at the grading scale to establish college-wide grading consistency
- C. Administration and IT:** Professor Eric Williams reported that the Committee plans to discuss college wide policies for Information Technology.
- D. Curriculum Committee:** Professor Daniel Weber reported that the Committee was still waiting on charges.
- E. Teaching and Learning:** Professor Amanda Miller reported that the Committee will discuss policies on smart phone use in the classroom and the use of internships on campus.
- F. Student Affairs:** Professor David Karn reported that the committee is without a co- chair and had not yet met.
- G. Human Resources:** Currently, the committee is without a co-chair and has not met.
- H. Technology Planning Council:** The Technology planning council is in charge of setting policies related to on and off campus technology, and overlaps with the Administration and IT Committees.

#### Ad Hoc Committees

- I. Faculty Load, Promotion, and Tenure Committee (FLPTC):** Dr. Rosemary Nickerson reported that Dr. Warner would take separate parts of the revised FLPTC policy to the Board of Trustees for review.
- J. Safety and Security:** Professor Alyssa Little said that the Committee was reviewing results of the safety survey.
- K. Campus Communication:** No report was made.

**IV. Best Practices:** Professor Benchhoff led a demonstration on how using icebreakers in the classroom could help facilitate a better learning environment.

**V. Questions/Feedback:** There were no questions or feedback from faculty.

**VI. Adjournment:** There being no further business, the Assembly voted to adjourn the meeting at 3:40 p.m.