

**Faculty Assembly Minutes**  
**October 16, 2014**  
**BSH 114**  
**2:40-3:40 p.m.**

**I. Approval of Minutes:**

The faculty approved the September minutes as amended by a unanimous vote.

**II. Chair's Report:**

- A. Emergency Drill Planning Group - Dr. Madron announced that a new ad hoc committee was forming with the goal of creating procedures and scheduled emergency drills. He said that scheduled emergency drills would be planned in the future. Anyone interested in serving on the committee or participating in the drill should email Dr. Madron.
- B. Request to Henry Gautney to present at November meeting on emergency procedures - The Assembly requested that Henry Gautney present on weather, fire, medical emergency procedures at the November meeting.
- C. Communications Model Building Committee – Dr. Madron reported that a new committee was forming, and that Professor Karn would serve as faculty representation on the Committee.
- D. Workshop Agenda – Faculty requested a panel discussion with administrators to be added to the Faculty Workshop session in January.
- E. Holiday Party – The HCC Holiday party will be held on Thursday, December 18 at 4:30 p.m. in the Kepler, cash bar. All faculty and staff are invited to attend.
- F. Off-campus faculty social – Dr. Madron requested times, dates and location suggestions to hold an off-campus faculty social.

**III. Faculty Reports and Suggestions:**

- A. Institutional Learning Goals - Professor McGee provided an update on Institutional Learning Goals, as well as strategies for assessing those goals. She said that the administrators were planning the development of a guidebook related to learning goals and outcomes.
- B. Request to Fletcher Center for topics of interest to faculty – Linda Cornwell requested ideas from faculty on upcoming Fletcher Center presentations. Topic ideas included: Discussions on peer exchange for tenure and promotion; Open educational resources; Academic rigor; Middle States visit; Honors Courses and Contracts; Updates to the college website; Flipped classrooms; Student Learning Outcomes Assessment; Classroom Management; Independent Learning; Career Advising; College 101: a mini-course for students; Designing objective assessments; and best practices for teaching.

#### **IV. Governance Committee Reports:**

- A. Academic Council: Dr. Madron reported that enrollment in evening classes was down 20%, and that new models for evening and weekend classes were being designed to accommodate perceived student needs.
- B. Academic Standards: Dr. Carlson will now serve as Chair of the Committee.
- C. Administration and IT: No report was made.
- D. Curriculum Committee: Professor Weber reported that Beth Lopez would serve as the new Director of the Committee. He also requested that Divisions presenting material to the Curriculum Committee use the new curriculum forms and obtain signatures as necessary for those forms before presenting them to the Committee for review.
- E. Teaching and Learning: Professor Miller reported that the Committee was working on developing a policy for the use of smart devices in the classroom.
- F. Student Affairs: No report was made.
- G. Human Resources: A new director of Human Resources was hired. Further information will be announced as it becomes available.
- H. Governance: The Governance Committee decided to form the emergency planning group. They also reported that the Committee had met with Dr. Peter Mora, Chair of the Middle States Commission on Higher Education (MSCHE), regarding the upcoming Middle States visit.

#### **Ad Hoc Committees:**

- A. FLPTC – Dr. Nickerson provided the Assembly with a brief overview of the Committee’s progress and Dr. Madron requested that she give a further report at the November meeting.
- B. Campus Communications Model Building Committee: The committee had not yet met at the time of the report.

#### **V. Best Practices:**

Professor Benchoff led an activity related to best practices for student reflection.

#### **VI. Questions/Feedback:**

No feedback was offered at this time.

#### **VII. Adjournment:**

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