HAGERSTOWN COMMUNITY COLLEGE

2020 – 2021
ANNUAL GOVERNANCE REPORT

JUNE 2021

INTRODUCTION

Hagerstown Community College has a shared governance model that promotes a participatory and collaborative culture where employees are well informed and involved in policy development that match their areas of expertise. HCC's shared governance model consists of cross-constituent groups. Governance groups that deal primarily with faculty issues have a majority of faculty members with representation by administration and staff. Administration and staff committees are comprised primarily of administrators and staff with faculty representation.

OVERVIEW OF HCC GOVERNANCE IN FY 21

Even with the challenges of the pandemic, the College work related to shared governance continued during 2020-21. The committees tackled important topics including but not limited to assessment, online learning, faculty status and professional development, and curricular changes.

Structural Changes to Shared Governance

Academic Standards & Outcomes Assessment Committee

- The Dean of Instruction was temporarily replaced as co-chair by the Dean of Planning and Institutional Effectiveness for the Spring 2021 term until a new Dean of Instruction was hired.

The College has a number of organizational bodies influencing decision-making that are not standing committees working directly as part of shared governance. The Technology Council was reinstituted this year to make recommendations regarding hardware and software purchases for HCC. Any policy issues that may arise within this committee will be directed to the Administrative and IT Services Committee.

Memberships

A term of service on a standing governance committee is typically two years. Participation of new members is encouraged to broaden overall involvement in the shared governance process. The two student members are appointed annually as determined by the annual SGA election. See Appendix A for a full listing of the members of the committees that served during the 2020-2021 year. This year the faculty were represented by 35 individuals and the administration and staff were represented by 39 individuals serving on committees.

Communication

Information regarding shared governance is being made available in multiple locations. The Public Relations and Marketing department has developed a new website where committee information can be found including meeting minutes. This site is being linked to several areas of the HCC website to make it accessible for all members of the campus community. Materials about shared governance can also be found on the public Z drive and is regularly updated.

GOVERNANCE COUNCIL

The Governance Council (GC), chaired by the President, is the clearinghouse for shared governance concerns and issues on campus. The Council, which consists of representatives from all constituent groups, acts as a "ways and means committee" to monitor the health of the governance system. It helps ensure that concerns are addressed while making sure that committees are adequately staffed to study issues and make recommendations. With its focus on process, the GC assigns issues to the appropriate governance body or administrative unit if an issue is operational, as well as approves changes to the governance structure.

The Governance Council met in September, January, and May during the 2020-2021 year. The September meeting served to help the committees get organized and receive an overview of the new year and charges. The January meeting was used to provide updates on committee progress and clarify any issues. The May meeting was used to summarize the work of the year, begin discussing the work for the next year, and discuss transitions for the new year.

GOVERNANCE COMMITTEES

Standing Committees

Standing committees provide a forum for the development of broad consensus and recommendations on college-wide matters. Standing committees are co-chaired by an administrator and a faculty member, and include representatives of all areas of the College. Faculty members on committees are appointed by the Faculty Assembly and non-faculty are appointed by the President.

Academic Standards & Outcomes Assessment Committee

The Academic Standards and Outcomes Assessment Committee (ASOAC) makes recommendations on policies that support and maintain high academic standards and assessment methodologies and systems with emphasis on student learning outcomes. Recommendations may include development of or changes to policies, procedures,

activities, initiatives, opportunities, and/or strategic planning directions that are needed to support and maintain high academic standards, and/or an assessment system to measure students' academic achievement. This committee is co-chaired by the Dean of Instruction and a faculty member.

The committee reviewed and revised Policy #4021 (Dean's List Eligibility) to include part-time students. They discussed and considered a policy for proper use of plagiarism detection software. Ultimately it was decided this does not rise to the level of requiring a new policy. The committee reviewed the new Middle States expectations, the current Gen Ed and Institutional Learning outcomes, and SLOA documentation. They made a number of recommendations related to assessment.

Faculty Affairs Committee

The Faculty Affairs Committee considers and makes recommendations on policies related to faculty load, promotion, and tenure. Recommendations may include modifications to the student evaluation of faculty instrument and process, peer review committee guidelines, and classroom observation instrument and process. This committee is co-chaired by the Vice President of Academic Affairs and Student Services and a faculty member.

The committee reviewed Policy #5051 regarding faculty professional development plans and made several small revisions. The procedure for application for tenure was reviewed and the committee recommended that applicants submit teaching portfolios as part of process. The procedure for Emeritus status nominees was reviewed and the committee recommended that divisions provide documentation to the VPAA upon nominees' approval in Faculty Assembly. The criteria for promotion to full professor were reviewed and the committee drafted new criteria and will continue to work on assessment tools and procedures.

Curriculum Development and Review Committee

The Curriculum Development and Review Committee (CDRC) reviews new programs and courses to ensure that they meet college and state standards. Additionally, the committee develops and reviews policies related to general education requirements for programs, course contact-to-credit hour ratios, compliance with the College's official course syllabi format, and discipline coding of courses.

This committee does not oversee matters relating to the rigor of courses or programs. This responsibility resides with appropriate faculty and academic officers. This committee is co-chaired by the Vice President of Academic Affairs & Student Services and a faculty member.

The committee continued its work on Guided Pathways this year. In addition, there were a number of areas for cleanup related to curricular change. Several courses and programs were

discontinued or inactivated, courses were renumbered or realigned as needed, descriptions were updated, and other necessary changes were made. The Gen Ed Outcomes were updated and used as guidelines for voting on new Gen Ed courses. Finally, the committee discussed lab courses and pay equity across divisions.

Teaching and Learning Committee

The Teaching and Learning Committee makes policy recommendations regarding the College's environment for and support of excellence in teaching and learning. Recommendations may include development of or changes to policies, procedures, activities, initiatives or opportunities, and strategic planning directions that support teaching and learning excellence at HCC. The Teaching and Learning Committee is co-chaired by the Dean of Distance Learning and a faculty member.

The committee appointed Danny Webber as co-chair at the start of the academic year. The Intellectual Property Policy (#5095) started the year with the committee but was taken to the legal counsel to be finalized. The committee shared the "Guidelines for Online Classroom Management" with the campus community. These guidelines will be implemented in Fall 2021.

Administrative and Information Technology Services Committee

The Administrative and Information Technology Services Committee considers and makes recommendations on policies regarding services and activities that support, enhance, and maintain the quality of services and facilities for staff and students. Recommendations may include facilities, auxiliary services, and institutional issues related to IT applications, computer networks, and telecommunications. The committee, co-chaired by the Vice President of Administration & Finance and a faculty member.

This year, the committee assigned the review of relevant policies to members of the committee.

Student Affairs Committee

The Student Affairs Committee (SAC) makes recommendations on policies regarding services and activities that support, enhance, and maintain the learning environment and student achievement. The Student Affairs Committee ensures that policies support the quality of enrollment services, student life, and co-curricular activities. Recommendations may include the need for resources, new or modified services or programs, new initiatives, opportunities, and strategic planning to support the student experience at HCC. The SAC is co-chaired by the Dean of Students and a faculty member.

The committee welcomed new members and appointed Dr. Howell as faculty co-chair. The year was spent without a specific charge but instead, the committee discussed student-related

policies and processes, with a focus on diversity and inclusion, as well as the impact of the coronavirus pandemic on students. In addition, there was discussion on the committee's mission and differentiation between a policy and a procedure. The committee agreed on the need to have a specific charge going into FY22.

Institutional Assessment Committee

The Assessment Committee makes recommendations on policies related to methodologies and systems with emphasis on campus-wide assessments. Recommendations may include the modification or development of strategies, procedures, and tools used to continually assess and improve programs at the institutional and department level. The Institutional Assessment Committee is co-chaired by the Dean of Planning & Institutional Effectiveness and a faculty member.

This committee did not have any policies to review this year. They spent time discussing and reviewing a number of surveys and related data. First, they examined the COVID-19 survey results from the previous semester. Next, they discussed the fall student surveys including the Media Preferences survey data and the Student Satisfaction Inventory data. The committee discussed the data collection timeline for the new ILOs. They reviewed the progress on Student Services assessment data discussions. Finally, they worked on employee climate survey questions.

Campus Safety Committee

The Campus Safety Committee considers and makes recommendations on policies regarding campus safety, security, emergency preparedness, response, and recovery. Recommendations may include campus response, security protocol, emergency management, campus health, and infectious disease protocol. The Campus Safety Committee is co-chaired by the Director of Public Safety and a faculty member.

Several new faculty members were added to the committee this year, including Harald Jazdziewski. Harald was appointed as the faculty co-chair to the group for the year. The committee reviewed several policies this year, including #8050 regarding Parking and Traffic enforcement on campus. This policy was deemed to be acceptable and no changes were made by the committee. Policy #8005 regarding Campus Police Policies and Procedures was reviewed and updated. Finally, the committee reviewed Policy #8040 Bloodborne Pathogens Exposure Control. This policy referred to a Bloodborne Exposure Plan. The committee was able to draft a new Bloodborne Exposure Plan and submit it to the Board.

There were no Ad Hoc Committees in 2020-21

Staff Council

Staff representatives from different areas of campus met several times this year to discuss ideas for structuring the new HCC Staff Council. They discussed the importance and purpose of shared governance at HCC. They reviewed sample by-laws from other institutions and met with Dr. Klauber to determine the best model for our campus. It was decided that one group would best represent our employees. Members will be appointed and it is hoped that the group can begin meeting this summer.

SUMMARY OF POLICY WORK IN FY21

21 policies were reviewed and approved by the Board in 2020 – 2021. An overview can be found in Appendix B.

Status	# Policies 9/15/20-06/08/21
Revised	9
New	1
Reviewed- No Change	10
Deleted	1

LOOKING AHEAD

At the conclusion of the 2020-21 year, a survey was distributed to all committee members to assess their experience with shared governance. The results of this survey will be analyzed and shared in the fall. Recommendations from the results will be used to communicate information pertaining to shared governance in the future. The Dean of Planning and Institutional Effectiveness will prepare a presentation for the campus community on shared governance for the Fall Colloquium.

APPENDICES

APPENDIX A
GOVERNANCE COMMITTEE MEMBERSHIP ROSTERS for FY21

Term expiration date is found in parentheses after each committee member's name.

** Denotes chair/co-chair

GOVERNANCE COUNCIL

1. James Klauber, President **
2. Vidda Beache, Dean of Distance Learning, Academic Services & Online Education
3. Kathryn Benchoff, Assistant Professor, English Composition (AY21)
4. Eric Byers, Director of Public Safety & Chief of Police, Public Safety
5. Thomas Crawford, Professor, Mathematics and Business (AY21)
6. Alicia Drumgoole, Assistant Professor, English Composition (AY21)
7. Melinda Howell, Associate Professor, Psychology (AY21)
8. Harald Jazdziewski, Instructor, Cybersecurity (AY22)
9. Beth Kirkpatrick, Senior Director, Public Relations & Marketing
10. Matthew Line/Kristen Barnhart, SGA President (AY21)
11. Christine Ohl-Gigliotti, Dean of Students, Student Affairs
12. Carlee Ranalli, Dean, Planning & Institutional Effectiveness
13. Carol Rothstein, Dean of Instruction, Academic Affairs (departed in January 2021)
14. Daniel Ryan, Faculty Assembly Chair; Associate Professor, Sociology (FY22)
15. Theresa Shank, Dean, Continuing Education & Community Services
16. C. Edward Sigler, Assistant Professor, Engineering (AY22)
17. Heike Soeffker-Culicerto, Vice-President, Administration & Finance
18. Tammy Strite/Michelle Shank, Evaluation Specialist, Planning & Institutional Effectiveness/Administrative Office Associate II- Digital Print & Design Services
19. C. David Warner, Vice-President, Academic Affairs & Student Services
20. Daniel Webber, Associate Professor, Art, Music, and Humanities (AY22)
21. Sean Wynkoop, Instructor, English & Speech (AY21)

ACADEMIC STANDARDS & OUTCOMES ASSESSMENT COMMITTEE

1. Carol Rothstein/Carlee Ranalli, Dean of Instruction, Academic Affairs**
2. Thomas Crawford, Professor, Mathematics and Business (AY21)**
3. W. Christopher Baer, Registrar, Student Affairs
4. Carrie Hawbecker, Assistant Professor, Developmental Mathematics (AY22)
5. Shannon Cameron, Assistant Professor, Physical Education & Athletic Trainer (AY22)
6. Lore Kuehnert, Associate Professor, World & United States History (AY22)
7. Juan Luna, Instructor, Electrical Engineering Technology (AY21)
8. Michael Martin, Director, Academic Advising & Registration (FY21)
9. Robert Rohan, Director, Athletics, Physical Education & Leisure Studies (FY22)
10. Bonnie Saunders, Coordinator, Internship & Job Services (FY22)
11. Jennifer Suminski, Assistant Professor, Dental Programs (AY22)

FACULTY AFFAIRS COMMITTEE

1. C. David Warner, Vice-President, Academic Affairs & Student Services**
2. Kathryn Benchoff, Assistant Professor, English Composition (AY21)**
3. Nancy Arnone, Director, Technology & Computer Studies (FY21)
4. Kathleen D'Ambrisi, Director, Health Sciences (FY22)
5. Tanda Emanuel, Program Coordinator & Instructor, Health Information Management Program (AY21)
6. Aaron Mitchell, Assistant Professor, Accounting & Business (AY21)
7. Laurie Montgomery, Director, Mathematics & Science (FY22)
8. Bernard Murphy, Professor, Biology/Chemistry (AY22)
9. Tammy Strite, Evaluation Specialist, Planning & Institutional Effectiveness
10. Regina Yurek, Assistant Professor, Nursing (AY22)

CURRICULUM DEVELOPMENT & REVIEW COMMITTEE

1. C. David Warner, Vice-President, Academic Affairs & Student Services**
2. Sean Wynkoop, Instructor, English & Speech (AY21)**
3. Chelsea Brereton, Coordinator, Curriculum & Academic Systems
4. Thomas Burge, Instructor, Physical Education & Fitness Center Coordinator (AY22)
5. Catherine "Liz" Hadley, Instructor, English Language Learners (AY22)
6. Audra Haddock-Martenot, Assistant Professor, Digital Media Communication (AY21)
7. Andrew Kramer, Assistant Professor, Administration of Justice & Paralegal Studies (AY21)
8. Michael Martin, Director, Academic Advising & Registration (FY22)
9. Patrick Benecewicz, Instructor, Chemistry (AY22)
10. Michelle McDaniel, Associate Professor, Medical Imaging/Program Coordinator (AY22)
11. Dawn Nally, Associate Professor, Nursing (AY21)
12. Carol Rothstein, Dean of Instruction, Academic Affairs
13. Dawn Schoenenberger, Director, Developmental Education & Adult Literacy Services (FY21)

TEACHING AND LEARNING COMMITTEE

1. Vidda Beache, Dean of Distance Learning, Academic Services & Online Education**
2. Danny Webber, Associate Professor, Art, Music, Humanities (AY22)**
3. Victor Adegboyega-Edun, Instructor, Web & Animation Technology (AY21)
4. Michele Blash, Assistant Professor, Nursing (AY21)
5. Karen Hammond, Director & Assistant Professor, Nursing (FY22)

6. Tracey Schroder, Business Certification & Licensure Program Manager (FY21)
7. Suzannah "Zana" Moran, Professor, Geography (AY22)
8. Rebecca Leonard, Program Coordinator & Assistant Professor, Dental Assistant Program (AY21)
9. Thomas Burge, Instructor, Physical Education & Fitness Center Coordinator (AY22)

ADMINISTRATIVE AND IT SERVICES COMMITTEE

1. Heike Soeffker-Culicerto, Vice-President, Administration & Finance**
2. C. Edward Sigler, Assistant Professor, Engineering (AY22)**
3. Tyler Howsare, Webmaster, Public Relations & Marketing (FY21)
4. Joseph Marschner, Assistant Professor, Music/Drama (AY21)
5. Peter Mathews, Learning Technology Specialist (FY21)
6. Joseph Seiler, Manager, IT (FY22)
7. Jacqueline Taylor, Executive Assistant, Dean of Students (FY22)

STUDENT AFFAIRS COMMITTEE

1. Christine Ohl-Gigliotti, Dean of Students, Student Affairs**
2. Melinda Howell, Associate Professor, Psychology (AY21)**
3. Jaime Bachtell, Coordinator, Disability Support Services (FY22)
4. Matthew Line/Kristen Barnhart, SGA President (AY21)
5. Janet Martinez, Records Assistant, Admissions & Enrollment Services (FY21)
6. Jennifer Wilkes, Allied Health Program Manager (FY22)
7. Kelanie Yordy, Program Coordinator & Instructor, Dental Hygiene Program (AY21)

INSTITUTIONAL ASSESSMENT COMMITTEE

1. Carlee Ranalli, Dean, Planning & Institutional Effectiveness**
2. Alicia Drumgoole, Assistant Professor, English Composition (AY21)**
3. Heather Barnhart, Student Activities Coordinator, Student Activities (FY21)
4. Fonda Franklin, Manager, Human Resources (FY22)
5. Shelley Lesher, Enrollment Assistant, Admissions & Enrollment (FY21)
6. Kendra Perry, Coordinator of Library & Learning Support Services, Library (FY21)
7. Dawn Reed, Executive Assistant I, Administration & Finance (FY22)
8. JoAnna Shank, Research Associate, Planning & Institutional Effectiveness (FY21)
9. Theresa Shank, Dean, Continuing Education & Community Services (FY22)

CAMPUS SAFETY COMMITTEE

1. Eric Byers, Director of Public Safety & Chief of Police, Public Safety**
2. Harald Jazdziewski, Instructor, Cybersecurity (AY22)**
3. Sonja Akers, Assistant Professor, Nursing (AY21)
4. Timothy Calimer, Police Officer, Campus Police & Safety (FY22)
5. Jennifer Childs, Executive Director, Human Resources
6. Kevin Crawford, Director, Admissions & Enrollment Management (FY22)
7. Beth Kirkpatrick, Senior Director, Public Relations & Marketing (FY21)
8. Don Reiff, Maintenance Supervisor, Facilities Management & Planning (FY22)
9. Jack Smith, Coordinator, Physical & Life Sciences Laboratory (FY21)

APPENDIX B
POLICY WORK IN FY21

Policy No.	Policy Name	Status
6035	Cash Receipts	Reviewed - No Change
6040	Investment Policy	Revision
6050	Financial Exigency	Reviewed - No Change
8075	IT Hardware and Software Standards	Reviewed - No Change
3040	Student Residency Tuition	Revision
4022	Online Degree, Certificate, and Letters of Recognition	Reviewed - No Change
7070	GED Tuition Fee/Tuition Waived for Washington County Residents	Deletion
8067	Political Activity on Campus	Revision
8071	Sexual Misconduct	Revision
3006	Assessment and Course Placement	Reviewed - No Change
4005	Degree Types and Related Distribution of Credits	Revision
4024	Student Honors Program	Reviewed - No Change
5053	Team Teaching Contact Hours	Reviewed - No Change
5055	Flex Scheduling for FT Faculty	Reviewed - No Change
5060	Faculty Probation	Reviewed - No Change
7080	Dental Ed. Clinic Patient Bill of Rights	Revision
4021	Dean's List Eligibility	Revision
8005	Governing Authority for HCC Police Department	Revision
5095	Intellectual Property	New
5051	Faculty Professional Development	Revision
8040	Bloodborne Pathogens Exposure Control Plan	Reviewed - No Change