

Faculty Assembly Minutes April 16, 2020

Zoom 2:30-4:00 p.m.

Faculty-only Meeting:

I. Approval of Minutes

- a. Erick Williams motioned to approve the February 20, 2020 minutes, Melinda May and Juan Luna seconded the motion. Carried Unanimously.

II. Chair's Report

- a. **Registration and FTE** – summer is down 48% and 46%, respectively. Fall is down 66% and 62.5%, respectively
- b. **Board of Trustees** –
 - i. March 2020 –
 1. Healthcare benefits and rates staying the same for FY21
 2. Board delayed vote on mid-point adjustment/raise
 - ii. April 2020 – meets next week, 4/21
- c. **Miscellaneous**
 - i. Spring withdrawal date extended to 4/27/20
 - ii. Spring 2020 SEOF will only be conducted for classes originally scheduled online
 - iii. Work with your division faculty and directors to select recipients of honors awards
 - iv. TCS faculty using HCC's 3D printers (at home) to print face shield holders for Meritus
 - v. Foundation scholarship application is available to students for fall
 - vi. Only 30% of students who applied for the discounted rate from Antietam Cable were eligible – had to be full Pell and full-time
 - vii. Promotion requests will go to the Board in May. If you haven't submitted yours to your division director yet, please do so ASAP
 - viii. Essence sections are in D2L
 - ix. New catalog will go live May 15th
 - x. Accuplacer placement testing will be conducted via Zoom
 - xi. ARPDP form – edits were proposed but due to remote work, AC decided to use the same form as last year
 - xii. If you paid for a Zoom Pro account (to get around the 40-minute time limit), you may be reimbursed. However, you will need to switch your account over to an HCC account as it is cheaper for them to buy it under the college's license. Work with Joe Seiler to get your account switched and David Bittorf to get reimbursed.
 - xiii. Summer – even though some classes were scheduled as hybrids (labs/clinical in person, lecture online), the administration is encouraging you to prepare to be fully online for summer. They don't know when the call will be made for summer.
 - xiv. Option to schedule summer classes as synchronous online (meaning students are told what time they have to be online to meet with the class). May be useful for dialogue classes, etc. Work with your division director on scheduling (soon, since summer registration is already open).
 - xv. FEMA evaluated the ARCC last week to determine its feasibility for an emergency hospital/treatment area. This is a last resort.
 - xvi. LRC parking lot is available as a wi-fi hotspot for students. NOTE: do not advertise

this to all students! Only to those who tell you they are having wi-fi issues.

1. LRC lot only; available Mon – Fri, 9 am – 5 pm
 2. Wi-fi is locked – students will have to login using HCC credentials)
- xvii. Benefits open enrollment will be May 4 – May 22 (a week longer than usual)
- xviii. IT will remove 25,000 email accounts from the system in the next week or two.
- xix. Dave, Carol, and Rebecca (and whoever is elected as the new chair) will discuss a back-up plan in case fall classes can't resume in normal format. This is strictly precautionary at this point.

III. Committee Reports

- a. **Teaching and Learning** – co-chair Tim Jenness
 - i. Will meet next week
- b. **Academic Standards** – co-chair Tom Crawford
 - i. Do not have a meeting scheduled, this can change depending on new charges
- c. **Student Affairs** – co-chair Amanda Miller
 - i. Postponed for a month
- d. **Admin and IT** – co-chair Ed Bass
 - i. Have not met yet. Current meeting has been rescheduled.
 - ii. Another round of interviews are occurring for the 2 finalist for the VP of Finance
- e. **Assessment** – co--chair Alicia Drumgoole
 - i. Going to meet next week about the campus wide survey
- f. **Campus Safety** – co-chair Bev Witmer
 - i. Has not met since November
- g. **Curriculum** – co-chair Sean Wynkoop
 - i. If you have issues with curriculum Tyler is the person to contact.
 - ii. Approved courses for exercise science health, community health concentration and substance abuse course.
 - iii. BIO 113 co-req CHM 101 and reading 95 prereg.
 1. Concerns that students need to write in this course
 2. a LSC workshop be developed for the is course
- h. **Faculty Affairs** – co-chair Kate Benchoff
 - i. Voting on new SEOF
 - ii. Regina Yurek motion to accept the SEOF for next year. Tim Jenness second the motion. Majority of the Faculty Assembly approved with the motion.
 - iii. The SOEF can be revised the following year with this committee
- i. **Peer Review update** – Mike Harsh
 - i. Work was completed before campus closed
 - ii. All feedback should have been sent to the applicants
 - iii. Dr. Warner will allow some flexibility with the dates due to COVID-19.
- j. **Virtual Proctoring Software review** – Jennifer Szczesniak
 - i. Reviewed the last two proctoring software.
 - ii. Not sure about the date for the committee vote on the software.

IV. New Business

- a. Voting for Faculty Assembly Officers
 - i. There was an average of 12 nominees for each position

Next Meeting: Thursday, March 19, 2020 @ 2:40 pm in BSH 114

- ii. Voting results
 1. Secretary: Ed Bass
 2. Vice-President: Tom Crawford
 3. President: Dan Ryan
 - b. Voting on Faculty Emeritus nominations
 - i. All four nominees were voted to Emeritus Status by the Faculty Assembly
 1. Christopher Lewis
 2. Trudy Gift
 3. Rosemary Nickerson
 4. Paul Jozik
 - ii. Letters of Recommendation will be forwarded to Dr. Warner
- V. **Other**
 - a. Questions/feedback?
- VI. **Adjournment**