

## Faculty Assembly Minutes for November 19, 2020

Via Zoom 2:30-4:00pm

### Remarks by Dr. Klauber

As stated last month, the Maryland promise scholarship program was delayed by the state. This caused a pool of 115 candidates to shrink to about 50 as potential students made other plans. Dr. Klauber plans to advocate for local control of the awards process so that funds can be made available much earlier, perhaps in July, each year.

### Faculty Only Meeting

- I. October Minutes approved.
- II. Chair's Report.
  - a. Registration and FTE – FALL 2020: **-6.6% FTE** SPRING 2021: **-26.4% FTE**
  - b. 7.5 week evaluations – 47% return rate
  - c. Guidelines for Online Course Management **UPDATE: Referred as a charge for Teaching and Learning Committee, and Master Course Shells are optional until further notice**
  - d. Summer 2021 - 10-week sessions are cancelled
  - e. GoEVO usage is down. Keep checking with students to complete the process. Faculty find it hard to read the date shown on the summary page. It should be large enough to be seen from several feet away.
  - f. Salary letters were distributed on October 30.
  - g. The Board approved the 2021 & 2022 calendars. Be sure to avoid any course activities on days that the college is closed. A Title III grant of \$2.5 million over 5 years would begin in late 2021 if awarded. [Grant award seems unlikely.] The campus master plan was completed with ideas from a consultant. It included many road and signage changes. Faculty asked how much the consulting contract costed the college. A faculty member recalled that the board approved the expense of \$50,000.
  - h. Peer review process training on 10/30/20 resulted in collaboration and a new basic template for writing the letter of findings. Thanks to Linda Cornwell and participants.
  - i. Quality Matters Academic Council – The QM template being used for faculty evaluations has put many faculty at odds with the division directors. The QM template is a guide and not meant for evaluation of faculty teaching. A motion was made and passed by a majority to reject the use of the QM material as an evaluation tool. The chair was asked to refine the response to the Academic Council.
  - j. A template is being distributed for Master Syllabus use.  
<https://www.hagerstowncc.edu/docs/academic-affairs/master-syllabus-template>
  - k. Spring semester start planned for 1/11/21. The in-service workshop days were planned for 1/6-1/8/21. Volunteers were requested. Faculty would like to see in-service options and discussion every month.
  - l. Faculty have reported to the chair about waived course capacity limits and pre-requisites. The chair asked for more examples to be forwarded to him.
  - m. MLK celebration planned for 1/14/21.
  - n. Note that the Fletcher Center is offering QM workbooks to faculty.

- III. Roadmap to Recovery: An ongoing survey is available for college input about the pandemic policies.
  - a. HCC prefers that faculty make use of the Meritus Creighton Rd. COVID-19 test facility for direct access of results.
  - b. Request sanitation materials from Eric Byers.
  - c. Refer student positivity reports to Jennifer Childs at HR.
  - d. Immunization against COVID-19 will be available for faculty and staff.
  
- IV. Fletcher Center Report: A sharing opportunity for faculty is being planned as well as a survey of training needs.
  
- V. Committee Reports
  - a. Teaching and Learning – co-chair Danny Weber reported that the board would be voting on a new Intellectual Property Policy which gives HCC exclusive ownership of IP. A motion carried for the rejection (or at least disapproval) of the policy change as it does not serve students nor faculty, and instead “create a new policy development by an intellectual property attorney with a charge to consider the needs/rights of the institution, faculty, and students.”
  - b. Academic Standards – co-chair Tom Crawford shared about the following committee charges/actions:
    - i. TURNITIN software detection of plagiarism brings the issue of how to deal with violations. The committee motion carried to leave this to the discretion of the divisions.
    - ii. Approved a motion for the Dean’s List inclusion of part-time as well as full-time students.
    - iii. SLOA refresh cycle needs to be reviewed. Input is sought from the faculty.
  - c. Student Affairs & Diversity – co-chair Melinda Howell
  - d. Admin & IT – co-chair Ed Bass
  - e. Assessment – co-chair Alicia Drumgoole
  - f. Campus Safety – co-chair Harald Jazdziewski
  - g. Curriculum –co-chair Sean Wynkoop
  - h. Faculty Affairs – co-chair Benchoff reported that Tenure and Emeritus policies are under review