

## Faculty Assembly Thursday, March 18, 2021

2:30pm via Zoom

Over 65 faculty members were present for the meeting.

### **Dr. Klauber and Faculty**

The HCC Children's Learning Center will be re-opened to an independent operator.

Governor Hogan has expanded opening transition. Expecting to allow 50% capacity at the ARC for graduation. New air conditioning, coming online April 1. This new system includes a negative ionization unit which is supposed to reduce dust, dander, and even virus. WCSD has plans to use the ARC as well.

Some additional classroom space is becoming available as we move some furniture to storage.

Budget is well funded by Annapolis currently – expecting a 21% increase for HCC. A bill that passed would allow collective bargaining for faculty and staff in late 2023. Another bill, mentioned last month at faculty assembly, would require data reporting on transfer credits that are denied by 4-year institutions.

Working to improve our student services. Too many students get in trouble with grades and simply disappear. Advisors will now become “retention specialists”. Mike Martin will change roles. He will do faculty training to ensure better faculty advising. He will also specialize on transfer credit needs. Mike will specialize on the needs of student athletes also.

Faculty expressed concern that faculty advising will not be as effective, nor as attuned to advising, as advising specialists. Some faculty currently have dozens of students to advise. How is this feasible?

Faculty brought up the fact that covid-19 rates recently increased. How will the college respond? Dr. Klauber mentioned that the board wants us to react quickly to changing conditions and we will always follow CDC guidelines.

### **Dr. Warner and Faculty**

Student advising will not be required in the “off month(s)” of the summer. Only the active students in your major program will be on the advising list. The intent is no different from the plan that was established two years ago. No meetings nor sign off is required from faculty.

Target for Fall '21 in-person classes is 30%. Dr. Warner appreciates the creative ways faculty have adapted to the Covid limits.

Course capacity numbers will need adjusted only when faculty are too low on student count.

Course fees are based on the cost of consumables divided by the average number of students. They are set one year in advance by the board. Dr. Warner requested that fees be dropped for the semesters when courses that were only offered online. He was not able to have the board consider this proposal.

Inclusive access pilots were successful. 97% of students accepted it. Cost was 50% reduced for those students. We have limited the program to Pearson electronic books only at this time.

Commencement participation is requested from all faculty. Requests to be exempted should be sent to Dr. Warner. He has never denied a request.

## **Faculty-Only Meeting**

### **I. Approval of February Minutes**

Minutes approved without edits.

### **II. Chair's Report**

a. **Spring Enrollment Update:** -10.0% Headcount, -12.4% FTE

b. **Summer registration:** starting Monday, March 22 Fall registration: Monday, April 5

c. **Board of Trustees – Next meeting is Tuesday, March 23** Chairman Dan will have an opportunity to report to the Board at this meeting. Please advise Dan of any topics to suggest. Faculty suggested that the board hear from us about the course fee concerns.

d. **Graduation—Saturday, May 15** A committee is working on the logistics of moving the ceremony to the ARC with Covid in place. The HCC website incorrectly shows North Hagerstown High School.

The event will be open to all faculty – full regalia (can be rented and college can cover cost)

The elected Faculty-of-the-Year will address students at commencement, rather than at the convocation. The balloting process yielded Veronica Stein as the honoree.

e. **Nursing Pinning Ceremony -**

f. **Dean of Instruction search update** – Eric Schwartz is on the search committee. Three candidates will be visiting campus. Faculty can meet candidates in-person or via zoom. Eric is impressed with the three candidates who have been selected for the final round.

g. **Data & Assessment Specialist Position update** - No candidate has been selected yet.

h. **Proctor-track issues and future** - Chair has plans to continue to push to have this addressed. Dean Beache may come to FA in April.

i. **Submitting grades via Self Service** – Faculty can still use WebAdvisor in Spring 2021

j. **Upward evaluations of Directors** – Dr. Warner is in support of the idea. Unfortunately, this currently requires a request to HR. The Chair suggests a collaborative process that is comfortable for the faculty.

k. **Commission on Dental Accreditation (CODA)** – More students will be admitted Fall 2021 as a result of the CODA evaluation.

**III. Voting for Faculty-of-the-Year** - Veronica Stein was elected by general ballot on Survey Monkey.

#### **IV. Roadmap to Recovery Report Reminder: Submit questions to Roadmap group:**

[https://docs.google.com/forms/d/e/1FAIpQLSffgVUPhaXPHcDHFkvACmJN\\_O4KujZVyw\\_pMG4OG91txqbHuw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSffgVUPhaXPHcDHFkvACmJN_O4KujZVyw_pMG4OG91txqbHuw/viewform)

#### **V. Fletcher Center Report**

The QM workshop will be offered on May 20 and advising training will be offered in May. A faculty advising training date is not yet set.

#### **VI. Committee Reports**

a. **Teaching and Learning – co-chair Danny Webber** - Intellectual Property policy proposal edited to allow equal ownership of created material. To be enforceable, it is believed that our employment contract would have to include this language.

b. **Academic Standards – co-chair Tom Crawford** - The committee has been charged to conduct a “Review of current practices in academic assessment and evaluate needs to meet compliance with Middle States expectations.”

There are a lot of moving parts working on this at this point; Academic Standards and Outcomes Assessment Committee, Institutional Assessment Committee, Academic Council Assessment sub-Committee, and Faculty Assembly. As a result, much is in flux and information/action-steps may come from multiple sources. The broad strokes are that, working together, we need to have a plan in place so that usable data can be collected in FA21 to assess some number (2?) of Institutional Learning Outcomes.

Committee members are reviewing Cecil College’s assessment plan, Christopher Newport University’s triennial assessment experience, and current HCC assessment documentation in order to develop a set of questions. These questions will be directed to Academic Council and HCC faculty with institutional knowledge of previous HCC assessment practices/processes.

c. **Student Affairs & Diversity – co-chair Melinda Howell**

d. **Admin & IT – co-chair Ed Sigler**

e. **Assessment – co-chair Alicia Drumgoole**

f. **Campus Safety – co-chair Harald Jazdziewski**

g. **Curriculum –co-chair Sean Wynkoop**

h. **Faculty Affairs – co-chair Kate Benchoff**

The committee believes that the 6 ILO’s will be assessed over a 3-yr cycle (data collection – assessment – revision/implementation) and that faculty will have a voice in establishing which outcomes will be assessed in which year of the cycle. The great news is that syncing Course and Program assessment cycles with the Institutional assessment cycle will allow the crush of the current annual process to be distributed over a triennial process. Some number of outcomes will need to be assessed each year with

each outcome being assessed once over the 3-yr cycle. The not so great news could be that this syncing/linking may require modification of some course/program outcomes and will require new/revised outcomes maps. It is understood that some programs with responsibility to external accreditation agencies may not fit neatly into this cycle and alternate means of ILO data capture may be necessary.

**VII. Other matters**

None.

**VIII. Announcements/ Questions/ Feedback -**

The faculty-funded scholarship based on academic performance needs publicity.

Art faculty will exhibit their work at Wilson College. Student art from HCC has already been on exhibit there.

II **IX. Adjournment**

**NEXT FACULTY ASSEMBLY MEETING IS THURSDAY, APRIL 15 at 2:30pm**