

Faculty Assembly October 20, 2022

61 Faculty Participants in Attendance in Microsoft Teams platform

Meeting Began at 2:30pm

- I. **Approval of September 2022 minutes with a correction to today's meeting date: Motion to approve minutes- Doug Leisher, was seconded- Regina Yurek and confirmed by unanimous vote.**

- II. **President Dr. James Klauber's Remarks**

Dr. Klauber addressed the topic of preparing and making available course syllabi prior to semester start dates. Dr. Klauber shared it is not administration's expectation that full courses be open and available to students ahead of the semester start date, but it is an expectation that at least the syllabus be available to students so they may review course expectations, textbook requirements, etc. Dr. Klauber is aware faculty are reviewing reporting dates. He stated that if faculty feel the need to modify reporting dates, he finds that acceptable. If the faculty body chooses to keep current reporting dates in place, this is also acceptable. The decision can be faculty-driven. One consideration Dr. Klauber shared is current reporting dates closely align with the WCPS schedule, which some faculty may find beneficial. He encouraged the faculty body to come to a resolution soon on the topic.

Dr. Klauber was involved in communications this week regarding payment for dual-enrollment students through the Kerwan initiative. School districts will be responsible to pay for dual credit. With that, WCPS will be paying 100% of costs for students. Dr. Klauber stated that overall, the implementation of the program is going well. There will be significant impacts across the campus with the influx of students expected through this initiative. HCC is still working towards ensuring instructional quality/ teacher credential for the courses which will be delivered in county high schools.

- III. **HCC Foundation Scholarships, presented by Dr. Ashley Whaley and Professor James Pierre**

Dr. Whaley and Professor Pierre attended the meeting to provide information to faculty about the scholarships available through the HCC Foundation. Dr. Whaley shared there are over 200 scholarships available annually for which students can apply. At present, the Foundation is able to award \$600,000 annually to scholarship recipients. Due to the success of the major gifts campaign last year, the Foundation will soon have the capacity to award \$1million annually to scholarship recipients. The application deadline is 12/1 for applicants to apply for scholarships for the spring 2023 semester. The application timeline for the following academic year opens in March and closes in June. Dr. Whaley provided the criteria students must meet in order to apply for Foundation scholarships: students must be enrolled in at least 6 credits, have a minimum 2.0 cumulative GPA, and have a completed FAFSA form. Dr. Whaley also explained some scholarships are needs-based awards, whereas others are merit-based or major-based awards. Selected scholarship recipients are expected to send thank-you notes to the donor and participate as a volunteer in campus-related events.

Professor Pierre thanked everyone who participated in the 75th anniversary campaign. He encouraged all faculty to share scholarship information with students. The scholarship application can be found on the website, and can also be located through Self-Service by navigating to the Financial Aid tab.

Faculty Only Meeting:

IV. Announcements

- a. Kate Benchoff announced the upcoming workshop Bridging the Antietam Institute: Stories from our Community. More information will be sent via email.
- b. Alicia Drumgoole discussed the selected campus read: Walking to Listen by Andrew Forsthoefel. The author will be coming to campus in the spring semester for a multi-day visit. The campus book committee is currently working to secure copies of the book. Alicia requested faculty communicate with her via email if they plan to use the book in spring 2023 classes. The next Campus Book Committee meeting is scheduled for Friday 11/11.

V. Committee Reports- **No committee reports were shared during the meeting.**

- a. **Teaching and Learning**— co-chair Sonjurae Cross
- b. **Faculty Affairs** – co-chair vacant
- c. **Academic Standards** - co-chair Amanda Miller
- d. **Student Affairs** – co-chair Melinda Howell
- e. **Admin & IT** – co-chair Ed Sigler
- f. **Institutional Assessment** – co-chair Tanda Emanuel
- g. **Campus Safety** – co-chair Harald Jazdziewski
- h. **Curriculum** – co-chair Sean Wynkoop

VI. Chair's Report

- a. At the most recent Board of Trustees meeting, the holiday schedule for 2023 was amended. College staff will be expected to return to campus on 1/3/23, rather than 1/2/23, which is a federal holiday.
- b. Laura Scafide, Internship and Job Services Coordinator will be in attendance at the November 2022 Faculty Assembly meeting. Spring semester capstone application is open 10/1-12/1.
- c. Shared Governance Items
 1. An Ad Hoc committee is being formed to evaluate the processes and expectations of student advising. The committee will include three representatives from administration along with three faculty members. Faculty who are interested in serving on this committee were advised to email Eric Schwartz directly. The full faculty assembly will vote on faculty representatives at the November 2022 meeting.
 2. The Faculty Assembly Exec Committee has put forward a charge for the Teaching and Learning Committee to investigate the reasons behind/benefit to opening D2L courses before the semester start date. Dean Vidda Beache serves on the Teaching and Learning Committee. Faculty are unclear about specific expectations, but the expectations may have an influence on contract dates. During the meeting, faculty discussed the issue of 'policy' versus 'procedure'.
- d. Contract dates were discussed at length. Chair Schwartz reiterated that college administration does not have a strong stance on how faculty choose to proceed with contract date changes. Any modifications to faculty contract/reporting dates will be faculty-driven. Major themes from the discussion:
 1. Most community colleges have faculty return to work at least one week prior to the start of the semester.

2. If any modification is made to the current contract dates, it was suggested that rather than list specific dates (i.e. August 15th), the reporting dates be listed, for example as 'one week' or 'two weeks' prior to semester start, as there will be shifts in the semester start date each academic year.
3. Concern was brought forward about overlap between summer classes ending and the opening of fall courses in D2L.
4. There are many schedules- both course and faculty- across the campus. It may be difficult to create one 'blanket' contract date policy that will be appropriate for all. A suggestion was made for contract reporting specifics to be division-driven.

Chair Schwartz will discuss this topic with Dr. Warner prior to the November 2022 Faculty Assembly Meeting. Contract dates will go to vote at the November 2022 Faculty Assembly Meeting.

VII. Adjournment at 3:30PM

VIII. Next meeting Thursday 11/17/2022 2:30 PM (in person)