HAGERSTOWN COMMUNITY COLLEGE

2021 – 2022
ANNUAL GOVERNANCE REPORT

JUNE 2022

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 22

The College's shared governance committees addressed a variety of important policy matters throughout the 2021-22 year. Committee members engaged in discussion and work covering topics such as campus chemical safety, curricular changes, review of new software solutions, and updates to finance policies.

Structural Changes to Shared Governance

There were no structural changes related to shared governance this year. In addition, no Ad Hoc committees were recommended this year.

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 2021-2022 year. This year the faculty was represented by 35 individuals and the administration and staff were represented by 39 individuals serving on standing committees.

Communication
Information regarding shared governance is available to the campus community in multiple locations. The Public Relations and Marketing department maintains a website where committee information such as meeting minutes can be found. 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 are 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 2021-2022 year. The September meeting served to help the committees organize 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 coming 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 the COG and POG fillable forms to indicate whether or not success benchmarks had been attained. They received a charge this year to establish a policy governing the number of active academic programs a student can enroll in concurrently. A policy was drafted and submitted for consideration.

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 continued its work on the tenure and promotion process. Procedural changes to the tenure process and the Emeritus selection process were recommended. The committee also worked on revisions to policy #5050. It was recommended that the existing criteria be expanded.

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 curriculum manual is complete and has been released to the faculty. It is available on the committee's website. The deadline for catalog changes was moved and programmatic changes are now encouraged to be sent to the committee in the fall of each year. The MLT program has been approved for fall 2022. A number of program updates and general education changes were made this year. The committee researched a charge proposal regarding diversity credit and chose to deny the requested change.

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 following is a summary for Teaching and Learning Committee activities in FY22:

A charge was brought forward for the committee to find a replacement product for Proctortrack. The committee members and Academic Testing Center(ATC) staff, initially reviewed demos from Examity, Honorlock, and Respondus. The decision was then made to move forward with college-wide trials for Examity and Respondus. Details for participating in the trials were sent out to all full-time faculty, and division directors. The trial period lasted approximately 8 weeks for both products.

The committee members collected data for their decision via the following methods:
- Direct engagement in the software demos and trials
- Online assessment form, which was distributed to all full-time faculty and division directors
- Informal discussion with division-level colleagues, either 1-on-1 or during staff meetings
- Details provided by sales rep via email or phone

The committee members and Academic Testing Center (ATC) staff had a final meeting in April, in order to vote on a finalist. There was a unanimous decision to move forward with Respondus as the college's virtual proctoring solution. Both the Proctortrack and Examity sales reps were informed of the final decision. The Respondus contract was then moved forward for internal approval. Steps are currently being taken to fully transition the campus to Respondus by the start of our Fall 2022.

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 is co-chaired by the Vice President of Administration & Finance and a faculty member.

The Committee reviewed and discussed five policies this year. Suggested revisions will be submitted by the end of the summer.

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 received two charges for study this year. The members of the committee researched stocking menstruation products in the women's restrooms on campus. It was recommended that the finance office find a solution to providing access to feminine products in the women's restrooms in each building. The committee also examined the current refund policy and procedure. The committee suggested adjustments to the timing of refunds depending on the length of the term.

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. Members spent time reviewing and discussing the results of recent campus surveys. The PACE survey results from the fall semester were discussed as well as the Campus Climate Sexual Assault survey. The committee also discussed the new strategic plan focusing on the role assessment will play as preparations for the next Middle States self-study move forward.

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.

Last year the committee reviewed Policy #8040 Bloodborne Pathogens Exposure Control. The policy referred to a Bloodborne Exposure Plan. The committee was able to draft a new Bloodborne Exposure Plan approved by the Board. College-wide training has since been implemented regarding Bloodborne Pathogens. The committee spent significant time discussing a chemical safety hygiene plan for the college. Several chemical storage locations were toured in the Spring semester. College representatives attended product demonstrations to review Safety Data Sheet (SDS) software systems. This summer the committee will begin work on a chemical hygiene plan that includes information about SDS software to maintain chemicals on campus.

Staff Council

Staff representatives from different areas of campus were selected to serve as members of the new HCC Staff Council. The group met several times this year and worked on electing officers and adopting by-laws. A meeting for all staff was held in December. Topics covered at the meeting included KRONOS, the Strategic Plan, and Shared Governance. They worked on a process to receive and address concerns from college staff.

SUMMARY OF POLICY WORK IN FY22

17 policies were reviewed and approved by the Board in 2021 – 2022. An overview can be found in Appendix B.

9/15/21-06/08/22

Status	# Policies
Revised	8
New	3
Reviewed- No Change	4
Deleted	2

LOOKING AHEAD

In 2022-23, committees will continue to review and revise policies. In recent years, the committees have made substantial progress in their review of these policies and it is important to continue that momentum. The goal is to have every Board policy reviewed on a 5-year rotating schedule.

APPENDICES

APPENDIX A
GOVERNANCE COMMITTEE MEMBERSHIP ROSTERS for FY22

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 (23)
4. Eric Byers, Director of Public Safety & Chief of Police, Public Safety
5. Amanda Miller, Professor, English (23)
6. Tanda Emmanuel, Program Coordinator & Instructor, Health Information Management Program (23)
7. Melinda Howell, Associate Professor, Psychology (23)
8. Harald Jazdziewski, Instructor, Cybersecurity (23)
9. Beth Kirkpatrick, Senior Director, Public Relations & Marketing
10. SGA President (22)
11. Christine Ohl-Gigliotti, Dean of Students, Student Affairs
12. Carlee Ranalli, Dean, Planning & Institutional Effectiveness
13. Laura Renninger, Dean of Instruction, Academic Affairs
14. Daniel Ryan, Faculty Assembly Chair; Associate Professor, Sociology (22)
15. Theresa Shank, Dean, Continuing Education & Community Services
16. C. Edward Sigler, Assistant Professor, Engineering (23)
17. Heike Soeffker-Culicerto, Vice-President, Administration & Finance
18. Michelle Shank, 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 (22)
21. Sean Wynkoop, Instructor, English & Speech (23)

ACADEMIC STANDARDS & OUTCOMES ASSESSMENT COMMITTEE

1. Laura Renninger, Dean of Instruction, Academic Affairs**
2. Amanda Miller, Professor, English (23)**
3. W. Christopher Baer, Registrar, Student Affairs
4. Carrie Hawbecker, Assistant Professor, Developmental Mathematics (22)
5. Shannon Cameron, Assistant Professor, Physical Education & Athletic Trainer (22)
6. Jeannine Stonestreet, Assistant Professor, Psychology and Elementary Education (23)
7. Juan Luna, Instructor, Electrical Engineering Technology (23)
8. Michael Martin, Director, Academic Advising & Registration (22)
9. Robert Rohan, Director, Athletics, Physical Education & Leisure Studies (22)
10. Angie Auldridge, Manager, Retention and Registration (23)

11. Rebecca Leonard, Program Coordinator & Assistant Professor, Dental Assistant Program (23)
12. Charles Scheetz, Director, Student Financial Aid (23)

FACULTY AFFAIRS COMMITTEE

1. C. David Warner, Vice-President, Academic Affairs & Student Services**
2. Kathryn Benchoff, Assistant Professor, English Composition (23)**
3. Lore Kuehnert, Associate Professor, World & United States History (23)
4. Mary Hendrickson, Director, Behavioral and Social Sciences/Business (23)
5. Kathleen Jordan-D'Ambrisi, Director, Health Sciences (22)
6. Megan Dayhoff, Assistant Professor, Medical Imaging Programs (23)
7. Diana Neeriemer, Assistant Professor, Cybersecurity (23)
8. Laurie Montgomery, Director, Mathematics & Science (22)
9. Jim Niessner, Assistant Professor, Developmental Composition (23)
10. Alison Preston, Data and Assessment Specialist, Planning & Institutional Effectiveness
11. Regina Yurek, Assistant Professor, Nursing (22)

CURRICULUM DEVELOPMENT & REVIEW COMMITTEE

1. C. David Warner, Vice-President, Academic Affairs & Student Services**
2. Sean Wynkoop, Instructor, English & Speech (23)**
3. Chelsea Brereton, Coordinator, Curriculum & Academic Systems
4. Thomas Burge, Instructor, Physical Education & Fitness Center Coordinator (22)
5. Catherine "Liz" Hadley, Instructor, English Language Learners (22)
6. Doug Leisher, Instructor, Information Systems Technology (23)
7. Christine Cramer, Instructor, Psychology (23)
8. Michael Martin, Coordinator, Academic Advising & Transfer Services (22)
9. Patrick Benecewicz, Instructor, Chemistry (22)
10. Michelle McDaniel, Associate Professor, Medical Imaging/Program Coordinator (23)
11. Dawn Nally, Associate Professor, Nursing (22)
12. Laura Renninger, Dean of Instruction, Academic Affairs
13. Dana Poole, Director, Arts and Humanities (23)

TEACHING AND LEARNING COMMITTEE

1. Vidda Beache, Dean of Distance Learning, Academic Services & Online Education**
2. Danny Webber, Associate Professor, Art, Music, Humanities (22)**
3. Oluwakayode Bamiduro, Instructor, Mechanical Engineering Technology (23)
4. Robin Hill, Assistant Professor, Practical Nursing (23)

5. Karen Hammond, Director & Assistant Professor, Nursing (22)
6. Jenna Lamblin, Personal Enrichment Program Manager (23)
7. Suzannah "Zana" Moran, Professor, Geography (22)
8. Sonjurae Cross, Assistant Professor, Developmental English (23)
9. Thomas Burge, Instructor, Physical Education & Fitness Center Coordinator (23)

ADMINISTRATIVE AND IT SERVICES COMMITTEE

1. Heike Soeffker-Culicerto, Vice-President, Administration & Finance**
2. C. Edward Sigler, Assistant Professor, Engineering (23)**
3. Jessica Baker, Coordinator, Health Sciences Externships/Clinicals (23)
4. Audra Haddock-Martenot, Assistant Professor, Digital Media Communication (23)
5. Erin Murray, Learning Technology Technician (23)
6. Joseph Seiler, Manager, IT (22)
7. Jacqueline Taylor, Executive Assistant, Dean of Students (22)

STUDENT AFFAIRS COMMITTEE

1. Christine Ohl-Gigliotti, Dean of Students, Student Affairs**
2. Melinda Howell, Associate Professor, Psychology (22)**
3. Alyssa Little, Assistant Professor, Dance (23)
4. Jaime Bachtell, Coordinator, Disability Support Services (22)
5. Student Rep, SGA President (22)
6. JoAnna Shank, Research Associate, Planning & Institutional Effectiveness (23)
7. Jennifer Wilkes, Allied Health Program Manager (22)
8. Victor Adegboyega-Edun, Instructor, Web & Animation Technology (23)

INSTITUTIONAL ASSESSMENT COMMITTEE

1. Carlee Ranalli, Dean, Planning & Institutional Effectiveness**
2. Tanda Emmanuel, Program Coordinator & Instructor, Health Information Management Program (23)**
3. Petra Friedrich, Administrative Office Associate, TRiO: Student Support Services (23)
4. Fonda Franklin, Manager, Human Resources (22)
5. Sharon Akuokoh, Administrative Office Associate, English & Humanities (23)
6. Kendra Perry, Coordinator of Library & Learning Support Services, Library (23)
7. Dawn Reed, Executive Assistant I, Administration & Finance (22)
8. Alison Preston, Data and Assessment Specialist, Planning & Institutional Effectiveness (23)
9. Lori Kendall, Marketing Coordinator, Workforce Solutions & Con Ed (23)

CAMPUS SAFETY COMMITTEE

1. Eric Byers, Director of Public Safety & Chief of Police, Public Safety**
2. Harald Jazdziewski, Instructor, Cybersecurity (23)**
3. Michele Blash, Assistant Professor, Nursing (23)
4. Margaret Yaukey, Instructor, Art (23)
5. Timothy Calimer, Police Officer, Campus Police & Safety (22)
6. Jennifer Childs, Executive Director, Human Resources
7. Kevin Crawford, Director, Admissions & Enrollment Management (22)
8. Beth Kirkpatrick, Senior Director, Public Relations & Marketing (23)
9. Don Reiff, Maintenance Supervisor, Facilities Management & Planning (22)
10. Jason Buhrman, Technician, Kepler Center (23)

APPENDIX B
POLICY WORK IN FY22

Policy No.	Policy Name	Status
5056	Telework Policy	New
2012	Special Operating Authority for the President	Deletion
4005	Degree Types and Related Distribution of Credits	No Change
5023	COVID-19 Vaccination Policy	Tabled
5070	Comprehensive Emeritus Policy	Revised
5095	Intellectual Property	New
8060	Naming College Facilities	No Change
8063	Booster Re-organization	Deletion
8064	Campus Sponsorship Opportunity Policy	No Change
8065	Arboretum and Garden Policy	No Change
8080	Volunteer Corps	No Change
2025	Board of Trustees and President Conflict of Interest	Revised
2050	Trustees Travel Expense Reimbursement	No Change
5044	Carry Over Vacation Plan	Revised
8066	Arboretum and Garden Policy Price Schedule	No Change
2020	Mission, Vision, and Strategic Commitments	Revised
5050	Faculty Load, Promotion, and Tenure Policy	Revised