

## Faculty Assembly January 19, 2023

71 Faculty Participants on Microsoft Teams platform

Meeting Called to Order at 2:30pm

### I. President Dr. James Klauber's Remarks

Dr. Klauber had a few brief topics to address with faculty. First, Dr. Klauber stated he is aware faculty are considering changes to contract/reporting dates. Dr. Klauber suggested that if contract/reporting dates are shifted, they be done so in one-week increments. He further recommended HCC faculty examine the faculty reporting date guidelines of other Maryland Association of Community Colleges (MACC) institutions.

Andrew Forsthoefel, author of HCC's current campus book- Walking to Listen- will be coming to campus for the common read event in March. As part of the event, Dr. Klauber will lead a walking tour on the C & O Canal tow path (Williamsport entrance). Professor Mike Harsh has volunteered to help Dr. Klauber with this walking tour. More details to come.

Dr. Klauber addressed D2L course availability. He is asking that faculty make the course syllabus, instructor contact information, and welcome message available to the students three days before the start of the semester. As the college prepares for the anticipated influx of students, Dr. Klauber expects this guideline will help faculty be as prepared as possible for students. He believes there will be an increased expectation from students and some parents, to have course information available before the start of the semester.

Lastly, with regard to enrollment- Enrollment for spring is a bit down, but the Early College program is widely popular and is thriving.

### Faculty Only Meeting:

#### II. Approval of the November 2022 meeting minutes

- a. Mike Harsh 1<sup>st</sup>; Jane Choi-Doan 2<sup>nd</sup>; unanimously approved

#### III. Committee Reports

- a. **Teaching and Learning**— co-chair Sonjurae Cross
  - a. The committee has not yet met this semester.
- b. **Faculty Affairs** – co-chair Lore Kuehnert
  - a. The committee has not yet met this semester.
- c. **Academic Standards** - co-chair Amanda Miller
  - a. The committee has not yet met this semester. Committee will meet on 1/26.
- d. **Student Affairs** – co-chair Alicia Henson
  - a. The committee met. The committee was to vote on GPA guidelines for student athletes, but did not have a quorum for vote. The committee will meet again Thursday 1/26 to vote.
- e. **Admin & IT** – co-chair Ed Sigler
  - a. The committee has no charges; no immediate actions for review
- f. **Institutional Assessment** – co-chair Tanda Emanuel
  - a. The committee has not yet met this semester. Committee will meet on 1/26.
- g. **Campus Safety** – co-chair Harald Jazdziewski
  - a. The committee met in December, and went over the Hazard Communication Plan again, using OSHA as a model. The committee briefly discussed the software to

procure to catalog/inventory all the hazardous materials on campus. Eric Byers finalized the policy and will present it at the Shared Governance Council on 1/27. The price for the software will be coming out of Eric's budget.

- h. **Curriculum** – co-chair Sean Wynkoop
  - a. The committee has not yet met this semester. This spring semester is Sean's last term on the committee, so the committee will need a new faculty co-chair for the next academic year. Sean encouraged faculty to consider serving in this role. In light of Dr. Warner's retirement, the committee will also need to replace the administrator co-chair, as well.
- i. **Ad Hoc Advising and Retention Committee**
  - a. The committee met on 12/16/22 and 1/9/23. At the initial meeting in December, the committee reviewed their charge, established a timeline for the committee's work, and made an initial review of policies/practices as they pertain to expectations, training, and process.
  - b. At the 1/9 meeting, the committee re-evaluated the spring 2023 timeline, discussed the structure of the training process, and established the committee meeting schedule for the remainder of the semester.
  - c. Division-level trainings will likely begin in February.

#### IV. **New Business**

- a. **Diversity, Equity, and Inclusion Committee Discussion**
  - DJ Madron spoke with faculty regarding the Diversity, Equity, and Inclusion committee. DJ explained this committee meets regularly, but the Diversity, Equity, and Inclusion committee is not a formal shared governance committee. DJ suggested there are pertinent topics this committee should be evaluating. Faculty discussion followed.
  - Professor Madron put forward a motion, using the following language:
    - "Motion to formalize the Diversity, Equity, and Inclusion committee as shared governance committee."
    - The motion was 2<sup>nd</sup> by Ed Bass. The motion was approved by majority vote.
  - Faculty Assembly Chair, Eric Schwartz will complete the charge form on behalf of the Faculty Assembly.
- b. **Middle States Discussion**
  - Kate Benchoff is serving with Heike Soeffker-Culicerto as a co-chair for HCC's institutional accreditation visit. Kate spoke to the faculty about the CCSSE (Community College Survey of Student Engagement), which will be available to students this semester. Kate asked faculty to encourage student participation with the survey. Additionally, Kate suggested that when appropriate, faculty consider having student representation on shared governance committees.
  - Kate acknowledged some newer faculty may not be familiar with the Middle States accreditation process. Kate will host informational meetings to explain the process to anyone who is interested.
- c. **Collective Bargaining**
  - Dan Ryan spoke to faculty about collective bargaining. Dan stated he had received questions from faculty on the topic. In an effort to address a range of questions, Dan offered to host a few meetings to discuss topics related to the legislation, collective bargaining units, and the approach our sister colleges are taking on the topic. Dan suggested Tuesday afternoons or Friday afternoons may work best for faculty to attend. A Google doc sign-up sheet for the informational meetings will be sent to all

faculty. Dan encouraged faculty who are interested in learning more about the topic of collective bargaining to sign-up and attend.

**V. Chair's Report**

- a. Enrollment update
  - Enrollment is relatively positive. Headcount is 3% down, enrollment is flat. Registration has been dealing with software glitches, which have complicated the registration process.
- b. Request from Public Relations
  - PR is seeking success stories from former students who have faced and overcome adversity. Faculty are encouraged to share these individuals for interview.
- c. D2L Course Availability/ Open Dates D2L issues and opening dates
  - Despite the faculty body having taken this topic to vote in the fall 2022 semester, administration has asked faculty to consider the guidelines other institutions are following with regard to online course availability prior to the semester start date. It was shared that Frederick Community College has courses open one week prior to the start of the term. No action is needed at this time. However, there is current discussion among administrators that course offering guidelines be applied to not only online courses, but to courses of all delivery methods.
  - Clarification is needed whether courses are expected to be opened three business days, or three calendar days ahead of the semester start.
- d. Board of Trustees
  - Nothing of significance to report to faculty.

**VI. Announcements**

- a. Alicia Drumgoole discussed the selected campus read: *Walking to Listen* by Andrew Forsthoefel. The Campus Book Committee will meet tomorrow, 1/20. Alicia has been in communication with the author's representatives to work out the details/logistics of the campus visit. Alicia thanked faculty for their participation, and for including the book in spring courses. More information will come regarding dates/times for the C&O walking tour and other scheduled events.

**VII. Adjournment at 3:28PM**

**VIII. Next meeting Thursday 2/16/2023 2:30 PM in person**