

## Faculty Assembly February 16, 2023

62 Faculty in Attendance, BSH 114

Meeting Called to Order at 2:30pm

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

Dr. Klauber had several topics to address with faculty. First, with regard to concerns brought forward about maintenance and the cleanliness of facilities: Dr. Klauber explained staffing the facilities/maintenance department has been a challenge since Covid began. Although the pay scale was adjusted for janitorial staff following the salary survey, there remain open positions in this area. Part-time positions were created and posted, however recruitment to fill vacancies is ongoing. Dr. Klauber stated he believes outsourcing the janitorial services for the campus would be costly, but is willing to explore all options. He has considered outsourcing janitorial services for only the ARCC because it is such a high traffic area on campus. There has also been consideration given to creating a 3<sup>rd</sup> shift cleaning crew for the ARCC. Dr. Klauber asked faculty to notify him if there are specific cleanliness concerns across the campus.

With regard to the Kirwan roll-out: Dr. Warner has been meeting with WCPS regularly. One of the primary concerns at present is the 'college-ready' standard. Dr. Klauber explained this standard is being examined. For the fall 2023 semester, HCC will operate under the current college-ready standard. More information will be available in March regarding anticipated fall enrollment.

Congress has changed the law for Pell grant eligibility for incarcerated individuals. Effective July 1, 2023, Pell grant funds will be available to incarcerated individuals through prison education programs. The MD Department of Corrections contacted Dr. Klauber to consider a greenhouse management certificate at the RCI facility. Dr. Klauber toured the facility and the classrooms. The certificate program has been approved. The method of delivery for courses is still being considered, but Dr. Klauber suggested it may be feasible to stream courses/instruction to classrooms in the prison. Dr. Klauber explained a team from HCC will be formed to create a proposal for accepting grant funds. It is unclear at present how many students would be eligible to enroll, but Dr. Klauber stated this program would ideally be ready for enrollment for the fall 2023 semester.

Student Advocacy Day is Tuesday February 21, 2023. This event will be held virtually. Dr. Klauber explained there is a major piece of legislation that relates to the Maryland Promise program. There has been legislation introduced, which will de-centralize the program and allow institutions to administer awards. With the new legislation, part-time students would be eligible to receive funds. At present, only full-time students are eligible recipients.

Dr. Klauber thanked Sean Wynkoop for his recent email communication about AI and ChatGPT. He stated he is aware faculty are facing challenges in navigating AI use. Sean will initiate further discussions on this topic. Dr. Klauber encouraged all faculty to be on the lookout for more information.

With regard to the search for a new Vice President of Academic Affairs and Student Services, Dr. Klauber told faculty there were thirty applicants for the position. Of those thirty, Dr. Klauber feels ten are qualified. A selection committee has been formed, with the goal of screening applicants by the end of next week. Dr. Klauber explained he wants to fill the vacancy before any re-structuring of staff or departments is made.

Dr. Klauber reminded faculty of the upcoming campus book event. Andrew Forsthoefel, author of *Walking to Listen* will be on campus for the event. On Wednesday March 21, there will be an evening welcome reception. On Thursday morning March 22, faculty who have used Andrew's

book in their courses are invited to attend a special breakfast with the author with the campus-wide event to follow.

Dr. Klauber shared the Funky Friday concert series will be re-introduced this summer. The college will host four family-friendly concerts during the summer months. The alumni association will be involved with the events as well. More information to come.

Lastly, Dr. Klauber recognized nursing faculty member, Dawn Drooger for her representing the faculty through the process of selecting a new bookstore vendor. The college is moving forward with Barnes and Noble as the selected vendor. The new vendor selection will result in significant book cost-savings to students.

### **Faculty Only Meeting:**

#### **II. Approval of the January 2022 meeting minutes**

- a. Lore Kuehnert 1<sup>st</sup>; Mike Harsh 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; no charges.
- b. **Faculty Affairs** – co-chair Lore Kuehnert
  - a. The committee has not yet met this semester; no charges.
- c. **Academic Standards** - co-chair Amanda Miller
  - a. The committee met on 1/26. Discussed the Community College Survey of Student Engagement (CCSSE).
- d. **Student Affairs** – co-chair Alicia Henson
  - a. The committee met on 1/26. The committee voted to change the Catalog Academic Probation standard to read:  
FROM: ...Students on probation are not permitted to engage in extracurricular activities such as HCC clubs or intercollegiate athletics....TO: ... Students on probation are not permitted to engage in leadership roles in extracurricular activities such as HCC clubs or intercollegiate athletics....
    - This change holds HCC student athletes to only the NJCAA academic eligibility standard for athletic participation while preventing student athletes on academic probation from serving in team leadership roles. This change also allows students on academic probation to participate in extracurricular activities, including HCC student clubs, while preventing them from holding leadership positions.
  - b. This charge was reviewed by this committee at two meetings prior to this month's vote. The changes will be made to the Academic Catalog beginning FY24.
  - c. The committee has no further charges for review. For February meeting, it is planned to review existing policy, starting with the Free Speech and Anti-Discrimination Policy 4042 (Board Approved: October 20, 2010).
- e. **Admin & IT** – co-chair Ed Sigler
  - a. The committee has not yet met this semester; no charges.
- f. **Institutional Assessment** – co-chair Tanda Emanuel
  - a. The committee met on 1/26. The committee reviewed Middle States standards and evaluated existing gaps. The committee determined current assessments are not being adequately evaluated. The committee reviewed the CCSSE and the graduate survey.
- g. **Campus Safety** – co-chair Harald Jazdziewski
  - a. The committee did not meet.

- h. **Curriculum** – co-chair Sean Wynkoop
  - a. The committee met. Latin and Japanese courses have been approved for fall 2023 start. The deadline for submitting programmatic changes is February 20, 2023. There was discussion about documentation submission deadline. Sean encouraged faculty to submit documents as soon as possible to avoid potential rejection. Further discussion may be required with administration regarding documentation deadlines.
  - b. To date, one faculty member expressed interest in taking the role of co-chair for the committee upon Sean’s departure at the end of spring semester. Dr. Warner is amenable to having the new co-chair join the committee before the end of spring term.

#### **IV. Chair’s Report**

- a. Enrollment update
  - Enrollment is relatively positive. 1.5% up in FTE.
- b. Information about pay dates
  - If reporting dates are only shifted by 2 days, there will be no change in pay dates. According to Jennifer Childs, any adjustments in pay would depend on how many days are adjusted.
  - Faculty asked for clarification on when first reporting day for fall semester is supposed to be, as no official notice or approval has been granted by administration. Eric will confirm that our first reporting day will be one week before semester start.
- c. D2L Course Availability/Open Dates D2L issues and opening dates
  - The expectation for all course availability/ open dates is now three business days prior to the start of the semester. Faculty discussed the discrepancy in this current expectation versus what the faculty body agreed upon.
  - There are no meeting minutes about this expectation being reviewed in the Teaching & Learning committee, nor is there record of this topic being discussed in any other shared governance committee.
  - Faculty discussed and expressed concerns about how these expectations and changes have evolved. Faculty discussed the communication and loss of voice faculty have in changes being made.
- d. Board of Trustees
  - Eric invited any interested faculty members to attend the Board of Trustees meetings with him.
- e. Faculty of the Year selection
  - The faculty will vote at the April Faculty Assembly meeting on the Faculty of the Year. Eric suggested a face-to-face April meeting. Eric will distribute the criteria and eligibility list and will provide the deadline for nominations.

#### **V. Announcements**

- a. Alicia Drumgoole discussed the upcoming campus book event. Alicia asked any faculty member who has used the book in instruction to email her. There will be a welcome reception for the author with college donors on the Wednesday evening before the campus-wide event and a breakfast with faculty who have used the book, the campus book committee, and the author on Thursday morning before the campus-wide event.

#### **VI. New Business**

- a. Writing Across the Curriculum and A.I.
  - Sean Wynkoop shared some information about the emerging topic of A.I. There is an open discussion on the topic of Teaching with A.I. on March

30, 2023 via Zoom. All faculty and administration are welcomed to attend. Sean will forward a formal invite for the discussion.

- 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 is not able to be at today's meeting, so Eric provided the report on her behalf. The CCSSE was distributed to students. The self-study groups, as a part of the Middle State visit are currently being formed.
- c. Collective Bargaining
- Legislation has provided faculty a right to organize as a collective bargaining unit (unionize), effective September 1, 2023. In light of this forthcoming change, faculty can now enter into collective bargaining conversations.
  - The college is preparing. On March 14, 2023 Dr. Klauber is scheduled to present at an employee information session on the topic of collective bargaining. There is a full-time labor relations specialist position posted.
  - Dan Ryan and Tom Crawford developed a questionnaire for faculty to complete to gauge faculty interest in the collective bargaining process. Questionnaires were distributed to faculty during the meeting and returned to Dan for counting.
- d. Charge From the Student Affairs Committee
- The student affairs committee was charged last year with considering the possibility of making menstrual products available in the public restrooms on campus. Through the work of the committee last year, the concept of period poverty was explored. Based research data retrieved by the committee:
    - Some students may miss class as a result of lack of menstrual products (Cardoso et al., 2021; Farid, 2021).
    - Period poverty may also be related to depression in college students (Cardoso, et al., 2021).
    - Bills have been introduced to the U.S. Congress and the California state assembly to make these products available to certain populations, including students, in public restrooms (Farid, 2021).
  - The final conclusion of the Student Affairs Committee on this topic, was to suggest that these products be made available to students in the restrooms on campus.
  - The faculty body discussed this topic and collectively drafted the following charge: **"HCC must make period products available for free in all bathrooms on campus."**
    - The motion for this charge was made by Mike Harsh and 2<sup>nd</sup> by Dawn Nally.
    - The motion passed by unanimous faculty vote.
- e. College Readiness, Dual-Credit, Kirwan
- Concerns were raised about college readiness and the compromise of rigor in college courses. Faculty have been assured that AP courses are not to be offered as dual-enrollment courses. However, HCC faculty have discovered that AP courses are being offered with a dual-enrollment option.
  - Faculty also expressed concerns about course transferability with the proposed articulation and noted the Maryland Transfer With Success bill.

- There was a concern brought forth about ‘credit recover’ where students can recover credit for failed dual-enrolled courses. Faculty stated this issue must be addressed before fall semester.
- There was lengthy discussion about avenues of communication and information sharing. Many faculty members expressed concerns over the inadequacy and accuracy of information being disseminated to HCC faculty through this Kirwan roll-out process. Faculty also expressed concerns about the credential of high school-based instructors. HCC faculty have not been made aware of the instructor qualification agreements made between WCPS and HCC.
- A suggestion was made to Eric that a Google document be created where faculty can pose questions to administration about all the forthcoming changes and challenges. This document could be shared with Dr. Warner and if necessary, the Academic Council.
- Faculty discussed NACEP accreditation, standards, and the benefit a formalized set of guidelines/ standards would provide to HCC faculty.
- Rebecca Westmeyer put forth the following motion:  
**“Motion to create a set of guidelines that are based upon NACEP standards that are used to establish best practices for our dual-credit program with WCPS under the Kirwan Blue Print for Maryland's Future effective immediately.”**
  - The motion was 2<sup>nd</sup> by Paula Kessler and approved by majority vote.
  - Faculty recommended to Eric that he take this motion to both the Academic Council and the Board of Trustees.
  - Faculty also recommended this motion go through the shared governance process, as well.

**VII. Adjournment at 4:03PM**

**VIII. Next meeting Thursday 4/20/2023 2:30 PM in person**

**Addendum: F.A. meeting added to calendar 3/30/2023 2:30 PM in person**