

Faculty Assembly March 30, 2023

66 Faculty in Attendance, BSH 114

Meeting Called to Order at 2:30pm

Faculty Only Meeting:

I. Approval of the February 2023 meeting minutes

- a. Alicia Drumgoole 1st; Dawn Nally 2nd; unanimously approved

II. 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 did not meet last month; no charges
- d. **Student Affairs** – co-chair Alicia Henson
 - a. The committee met and is in the process of reviewing, editing Policy 5032: Discrimination and Harassment.
 - b. The current policy was Board-approved in 2018. The edits of the policy will expand who the policy applies to, and which groups are identified as protected. The revisions to the policy language will also include a change to the policy name to Policy 5032: Discrimination, Hate Crimes, and Biased Incident Reporting.
- 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 2/23/23. Alison Preston from the PIE office gave a presentation to the committee about the ways the PIE office is collaborating with non-academic divisions, cohort groups, and selected individuals to establish non-academic assessments. The main goal of this collaboration is to develop a better understanding of the assessment process and to consider Institutional Learning Outcomes beyond the classroom. Two additional goals of this collaboration were also established:
 - i. To determine what data is/has been used in institutional decision-making processes
 - ii. To ensure relevant data is at the root of decision-making processes.
 - b. The committee also discussed ConexEd and the retention alert program and reviewed 3 surveys: the CCSSE, the graduate survey, and the diversity survey.
 - i. The response rate for the CCSSE was 17%.
 - ii. There are still plans to conduct a graduate survey, as was done in the past. The survey will contain alumni-related questions to gauge interest in participation with the Alumni Association.
 - iii. The student diversity survey will likely be administered in the fall. The purpose of this survey is to align with Middle States Standard 2 on Ethics and Integrity.
- g. **Campus Safety** – co-chair Harald Jazdziewski
 - a. The committee did not meet.
- h. **Curriculum** – co-chair Sean Wynkoop
 - a. The committee engaged in a pre-meeting email dialogue. The timeframe for submitted documents to the committee for the year has expired. Any desired course or programmatic changes will be reviewed in the fall term, October meeting.

III. Chair's Report

- a. Enrollment update
 - Enrollment is relatively positive.
- b. Vice President of Academic Affairs and Student Services selections
 - Interviews were conducted. Two candidates have been selected to come to campus. More information to come on dates/times.
- c. Memorandum of Understanding: WCPS & HCC for Early College Program/ Kirwan
 - The signed MOU was provided to Eric today. He emailed a copy to all FT faculty. The document was signed by Dr. Sovine of WCPS and Dr. Klauber.
 - The faculty engaged in discussion about the MOU and the language in the document that pertains to student advisement. Section 3 Responsibilities of HCC, Item (a) of the MOU states: *"Every Early College Degree Program participant is assigned an academic adviser by the College who will work with the secondary school counselor to coordinate goal setting, educational planning, course selection, registering, and the monitoring of student progress toward program completion."*
 - Based upon the above language in the MOU, the faculty expressed concern over who will be deemed the academic adviser, whether it be full-time faculty or a retention specialist. As such, a motion was made for faculty to secure clarification of this language.
 - **Motion: "The Faculty Assembly seeks clarification by April 14, 2023 of who will serve as an academic adviser for the 2, 000+ dual-enrolled students, starting August 2023. See MOU 3 (a)."**
 - Motion: Jim Pierne
 - 2nd: Sean Wynkoop
 - Approved by majority
- 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 reminded everyone to submit nominations to him. To date, he has only received nominations for two faculty.

IV. New Business

- a. Distance Learning
 - Dr. Warner sent the updated guidelines for D2L course availability and content via email today.
 - Current expectations, which are applied to ALL methods of course delivery (face-to-face, hybrid, and online):
 - The following content items should be made available within all credit courses, **three business days in advance of the course start date:**
 1. Welcome announcement
 2. Instructor contact information in the "Overview" section
 3. Course syllabus within a separate "Syllabus" module
- b. Office Hours
 - This morning, FT faculty received an email regarding office hours from Dr. Warner. FT Faculty are expected to maintain the weekly office hours (whether it be 3 or 5 hours [contract dependent]) that are listed for spring

term, through the remainder of the contract period in order to be available for returning student needs.

- The faculty engaged in lengthy discussion on this topic. Questions that arose during discussion:
 - Is this requirement being driven by ConexEd and the FT faculty functioning as academic advisers? When did office hours exclusively become about ConexEd availability?
 - According to the email, FT faculty have the ability to switch/change office hours in ConexEd. Will this permission be granted consistently across divisions/division directors? This may be an equity concern.
 - Will FT faculty be required to be in-office (have physical presence) for office hours past the end of spring semester? Again, will this requirement be carried-out consistently across divisions/division directors? This may be an equity concern.
 - Are FT faculty duties (teaching, grading, etc.) being encroached upon with the requirement to function as academic advisers?
 - There was concern brought forth that some faculty still have many advisees, while some faculty have few advisees. This disproportion may have an impact on faculty and student advising.
 - Faculty agreed this topic requires further discussion and evaluation. Additional information will be gathered with an expectation of bringing forward a charge at the April 2023 Faculty Assembly meeting.

c. ConexEd

- Faculty discussed a few topics and concerns related to ConexEd. First, there is concern among faculty regarding the requirement of an HCC-approved photo on each faculty member's ConexEd card. Several faculty members have been contacted to change existing photos and upload an HCC-approved photo. Faculty stated there has been no clear reason offered about why a photo must be supplied on the ConexEd card. Moreover, ConexEd photos are available through the website, and are available to the public. Faculty discussed the ways in which photos can be manipulated and alternatively used when made available on public platforms. During the meeting, Robin Hill of the Ad Hoc Committee for Advising emailed Dr. Warner and Mike Martin to address the issue brought forth by faculty about photo requirements. No resolution of this matter was determined during the meeting.
- Faculty also expressed concerns over the safety implications of making office hours and office location available to the general public through the ConexEd platform. Several faculty members shared historical experiences in which interactions with their students became unsafe. A suggestion was made to include Eric Byers in the conversation as faculty safety is of concern.
- The suggestion was made for the Ad Hoc Committee members (Robin Hill, Margaret Yaukey, and Rich Campbell) to discuss these concerns with the committee. Additionally, the faculty suggested the Ad Hoc committee members clarify who should deliver ConexEd-related directives to faculty.

d. Middle States Update

- There will be a visit from a coordinator at the end of April. Faculty will receive an announcement about the visit at a later date.

- There are three categories up for evaluation:
 1. Increasing student enrollment
 2. Fostering student success and enhancing student experience
 3. Supporting teaching excellence and curriculum development
- The HCC working group is close to establishing a steering committee and is working to finalize self-study groups.

e. Collective Bargaining

- Faculty participated in discussions about collective bargaining.

f. Program Coordinator Compensation

- The faculty engaged in discussion about program coordinator compensation. Amanda Miller presented information to the faculty body about how program coordinator compensation is calculated, and explained the compensation is determined in December for the following year. There were two calculation discrepancies noted during the meeting:
 - There is a discrepancy between the calculation and the alternative assignment form.
 - There is also a discrepancy between the calculation and the program coordinator information listed in the faculty guidebook.
- A part of the calculation for program coordinator compensation is based upon the number of adjuncts within the program. With the Kirwan roll-out, the number of HCC adjuncts will undoubtedly increase. An increase in the number of adjuncts will increase responsibilities for some program coordinators. Likewise, the distinction of 'lead faculty' does not currently involve any additional compensation, although additional work is required.
 - Discussion evolved as adjunct compensation was considered. It was noted that WCPS teachers who contract as adjuncts with HCC, (teaching the additional courses available as part of the Kirwan initiative) have the potential to earn up to an additional \$14,000 annually. WCPS starting salary is \$60,000. Many WCPS teachers are earning higher salaries than HCC faculty.
- It was noted some program coordinators have not been given opportunities to review their reports.
- The faculty agreed the formula and method for calculating program coordinator compensation should be reviewed. Amanda is gathering additional information but has plans to put forward a charge for the Faculty Affairs committee on this topic.

g. Lecture/Lab Pay Parity

- The Science faculty presented information about pay parity between lecture and lab sections for courses with a designated lab. At present, HCC faculty are compensated 1:1 for lecture instruction. The current compensation for laboratory instruction is 0.75:1. Discussion ensued regarding the rigor of laboratory instruction. This concern is not exclusive to the science faculty. Rather, this pay inequity affects all courses/divisions in which laboratory instruction is included in the curriculum.

- Following a robust discussion on the topic, faculty determined the best course of action was to develop a charge for shared governance. The faculty took a vote to proceed in drafting language for the charge.
 - 1st: Tom Crawford
 - 2nd: Dawn Nally
 - Approved by majority
- The language of the following motion was developed by the faculty body, using the language of the current faculty guidebook as reference.
 - **Motion: “Adjust the load multiplier from 0.75 to 1.0 in equating labs, in calculating a base load of fifteen (15) credits.”**
 - 1st: Veronica Stein
 - 2nd: Regina Yurek
 - Approved by majority

V. Other New Business

a. Shared Governance Charges

- Eric reminded faculty all shared governance charges must go through a committee.
- Eric encouraged all faculty to submit shared governance charges as needed. A suggestion was made that a shared document be created so that faculty can see all submitted charges.
- Some charges have not gone through the shared governance process as some committees are not holding regular meetings. A suggestion was made to take this concern to Dr. Klauber for further discussion on this topic.
- Governance Council will meet in May or June. Eric suggested to faculty that all charges be submitted before that meeting.

VI. Adjournment at 4:26PM

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