



HAGERSTOWN COMMUNITY COLLEGE

**2022 – 2023
ANNUAL GOVERNANCE REPORT**

JUNE 2023

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 matches 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 23

The College's shared governance committees addressed a variety of important policy and procedural matters throughout the 2022-23 year. Committee members engaged in discussion and work covering topics such as campus chemical safety, curricular changes, review of assessments and related processes, and updates to IT and finance policies. The Governance Council discussed ways to clarify the policy review and development process moving forward. One recommendation was the rename the proposal form, the "research request" form to avoid confusion regarding charges. Offering additional training opportunities was another suggestion.

Structural Changes to Shared Governance

There were no substantial structural changes related to shared governance this year. An Ad Hoc committee working on faculty advising was convened 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 2022-2023 year. This year the faculty was represented by 36 individuals, while the students, administration, and staff were represented by 43 individuals serving on committees.

New committee members are typically appointed at the beginning of the fall term. This year an effort is being made to appoint new members in June to allow committees to begin meeting as soon as the fall term begins. This change should result in committees having more time during the academic year to complete their work.

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 rosters and meeting minutes, can be found. This site is 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 2022-2023 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 while non-faculty are primarily recommended by the Staff Council and members of the Governance Council.

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 discussed a pilot of new COG and POG fillable forms within the Microsoft tools. The *Community College Survey of Student Engagement (CCSSE)* was reviewed. Work was done to prepare for implementing the recently adopted policy #4006, which limits students to two active majors/programs. A “permission to exceed two programs” form was created to assist with that process, which goes into effect in Fall 2023. The committee discussed and reviewed shared governance policies and procedures.

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 had no charges this year. Members met at least once each semester. The committee anticipates a charge concerning the duties of program coordinators in 2023-24 and plans to research similar positions at peer institutions. The committee also plans to review policy #4050 related to Sabbatical Leave to examine faculty eligibility.

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.

Many of the curricular updates and requests for FY 23 were minor changes to credits, course titles, pre/corequisites, which is due in part to the intensive programmatic review for guided pathways and general curriculum updates/cleanup over the previous three years. FY 23 was the last year for both the administrative co-chair, Dr. Warner who will be retiring, and the faculty co-chair Sean Wynkoop, who has served two consecutive terms in the role. Noteworthy changes from FY 23 include:

New Programs

- Certificate in Commercial Music
- Overhaul and Updates to Dance Program, building strong transfer and working on 2+2 agreements, approved through MHEC
- Japanese and Latin tracks added to Foreign Languages program per Kirwan and WCPS requests

General Changes and Updates

- Health Sciences clean-up/credit changes to program
- Pre/Coreq Updates to Dental Hygiene courses
- 3-Credit Science courses added to Gen Ed for non-STEM majors, including Oceanography and The Physics of Everyday Life
- Credit overhaul of Physics program to better match 4-year programs

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 Committee received a charge in May 2023 to develop a new religious observance policy to align with new state law. During the May Governance Council meeting, a recommendation was made that the committee research HCC's academic integrity policies to determine the best way to address concerns about the impact of advances in using Artificial Intelligence (AI) in education.

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. These policies included theft prevention, electronic privacy, use of computing at HCC, IT security, and use of college

vehicles. Review of three of the policies was complete and the policies were forwarded to the Board of Trustees for review and approval. The committee also received a new policy from IT on network access that will be reviewed at a future meeting.

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 began the year reviewing a charge to review the academic probation information in the college catalog. The language in the catalog was updated to hold 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. The change also allows students on academic probation to participate in extracurricular activities while preventing them from holding leadership positions. This update will be included in the academic catalog beginning in AY23-24.

The committee also reviewed policies #4042 and #5032. These policies relate to free speech and anti-discrimination. The committee plans to conclude this review in early fall 2023 and forward their recommendations to the Board.

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 assessments and surveys. The committee discussed the Middle States expectations for assessment. There was a joint meeting with the Academic Standards committee to discuss shared governance and answer questions about the process. Next year, the committee will review the results of the CCSSE.

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.

The committee continued its work on a chemical safety hygiene plan for the college. A campus-wide hazard communications plan was drafted and shared with the Board. In addition, an online training program was identified with plans to implement it with staff and faculty in fall 2023. Safety Data Sheet (SDS) software was purchased and implemented.

Staff Council

The Staff Council invited Dr. Klauber to meet with staff in March to discuss the collective bargaining bill (SB 746). The president answered many questions from employees regarding what collective bargaining would mean for HCC employees.

SUMMARY OF POLICY WORK IN FY23

Nineteen policies were reviewed by the Board in 2022 – 2023. An overview can be found in Appendix B.

9/15/22-06/08/23

Status	# Policies
Revised	10
New	5
Reviewed- No Change	1
Deleted	3

LOOKING AHEAD

In 2023-24, 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.

In the fall there are plans to offer a workshop that will provide an overview of HCC's shared governance structure and processes. The workshop will include an evaluation where participants can provide feedback on the quality of the content and make recommendations for any future trainings that might be helpful.

The Shared Governance committees will be assisting the Middle States Working Groups as HCC prepares to write its latest self-study. The self-study will include significant reflection on campus policies and governance structures, aligning directly with the Middle States standards.

APPENDIX A
GOVERNANCE COMMITTEE MEMBERSHIP ROSTERS for FY23

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. Lore Kuehnert, Associate Professor, History (24)
4. Eric Byers, Director of Public Safety & Chief of Police, Public Safety
5. Amanda Miller, Professor, English (23)
6. Tanda Emmanuel, Program Coordinator & Instructor, HIM Program (23)
7. Alicia Henson, Assistant Professor, Math (DEALS) (24)
8. Harald Jazdziewski, Instructor, Cybersecurity (23)
9. Beth Kirkpatrick, Senior Director, Public Relations & Marketing
10. Nick Mayonado, SGA President (23)
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. Eric Schwartz, Faculty Assembly Chair; Assistant Prof, Political Science (24)
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 (23)
19. C. David Warner, Vice-President, Academic Affairs & Student Services
20. Sonjurae Cross, Assistant Professor, Developmental English (24)
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. Cindy Blank, Professor, Biotechnology (24)
5. Shannon Cameron, Assistant Prof, Physical Education & Athletic Trainer (23)
6. Jeannine Stonestreet, Assistant Prof, Psychology and Elementary Education (23)
7. Juan Luna, Instructor, Electrical Engineering Technology (23)
8. Michael Martin, Director, Academic Advising & Registration (23)
9. Kathleen Jordan-D'Ambrisi, Director, Health Sciences (24)
10. Angie Auldridge, Manager, Retention and Registration (23)
11. Rebecca Leonard, Program Coordinator & Assistant Prof, Dental Assistant Program (23)

FACULTY AFFAIRS COMMITTEE

1. C. David Warner, Vice-President, Academic Affairs & Student Services**
2. Lore Kuehnert, Associate Professor, History (24) **
3. Alicia Drumgoole, Assistant Professor, English (24)
4. Mary Hendrickson, Director, Behavioral and Social Sciences/Business (23)
5. Bob Rohan, Director, Athletics, Physical Education & Leisure Studies (24)
6. Megan Dayhoff, Assistant Professor, Medical Imaging Programs (23)
7. Ed Bass, Assistant Professor, Advanced Manufacturing Systems (23)
8. Karen Hammond, Director & Assistant Professor, Nursing (24)
9. Sonja Akers, Assistant Professor, Nursing (23)
10. Jeff Schramm, Assistant Professor, Biology (24)
11. Alison Preston, Director of Institutional Research, PIE

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 (23)
5. Doug Leisher, Instructor, Information Systems Technology (23)
6. Christine Cramer, Instructor, Psychology (23)
7. Andrew Bumstead, Instructor, Biology (24)
8. Michael Martin, Coordinator, Academic Advising & Transfer Services (23)
9. Angie Auldridge, Manager, Retention and Registration (24)
10. Carrie Hawbecker, Assistant Prof, Math (DEALS) (24)
11. Michelle McDaniel, Associate Prof, Medical Imaging/Program Coordinator (23)
12. Dawn Nally, Associate Professor, Nursing (23)
13. Laura Renninger, Dean of Instruction, Academic Affairs
14. Dana Poole, Director, Arts and Humanities (23)

TEACHING AND LEARNING COMMITTEE

1. Vidda Beache, Dean of Distance Learning**
2. Sonjurae Cross, Assistant Professor, Developmental English (24) **
3. Oluwakayode Bamiduro, Instructor, Mechanical Engineering Technology (23)
4. Robin Hill, Assistant Professor, Practical Nursing (23)
5. Nancy Arnone, Director, TCS (24)
6. Jessica Baker, Allied Health Program Manager (23)
7. Robin Witmer-Kline, Instructor, Psychology (24)
8. Dan Ryan, Assistant Prof, Sociology (24)
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. Megan Curry, Generalist, Human Resources (24)
4. Audra Haddock-Martenot, Assistant Prof, Digital Media Communication (23)
5. Erin Murray, Learning Technology Technician (23)
6. Joseph Seiler, Manager, IT (24)
7. Theresa Shank, Dean, Workforce Solutions and Continuing Education (24)

STUDENT AFFAIRS COMMITTEE

1. Christine Ohl-Gigliotti, Dean of Students, Student Affairs**
2. Alicia Henson, Assistant Professor, Math (DEALS) (24)**
3. Alyssa Little, Assistant Professor, Dance (23)
4. Beth McKnight, Specialist, Retention and Registration (24)
5. Jake Klauber, SGA Rep (23)
6. JoAnna Shank, Research Associate, Planning & Institutional Effectiveness (23)
7. Lori Kendall, Personal Enrichment and Youth Program Manager (24)
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. Laura Scafide, Coordinator, Career Services, Internships, Job Services (23)
4. Brandon Brereton, Assistant Director, Finance (24)
5. Sharon Akuokoh, Administrative Office Associate, English & Humanities (23)
6. Kendra Perry, Coordinator of Library & Learning Support Services, Library (23)
7. Jess Miller, Coordinator, Development (24)
8. Taylor Rigsby, Data and Assessment Specialist, PIE (23)
9. Mike Schmidt, Operations Manager, 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. Ramses Coly, Police Officer, Campus Police & Safety (24)
6. Jennifer Childs, Executive Director, Human Resources
7. RJ Lushbaugh, Admission Specialist, Admissions & Enrollment Management (24)
8. Beth Kirkpatrick, Senior Director, Public Relations & Marketing (23)
9. Louise Bird, Executive Assistant, VP of Academic Affairs (24)
10. Jason Buhrman, Technician, Kepler Center (23)

AD HOC FACULTY ADVISING COMMITTEE

1. Michael Martin, Director, Academic Advising & Registration (23)**
2. Eric Schwartz, Faculty Assembly Chair; Assistant Prof, Political Science (23)
3. Angie Auldridge, Manager, Retention and Registration (23)
4. Margaret Yaukey, Instructor, Art (23)
5. Linda Cornwell, Coordinator, Fletcher Faculty PD Center (23)
6. Robin Hill, Assistant Professor, Practical Nursing (23)
7. Rich Camphell, Assistant Professor, Math (DEALS) (23)

**APPENDIX B
POLICY WORK IN FY23**

Policy #	Policy Name	Status
4006	Limitation on Majors/Programs	New
6080	Leasing of Real Property or Chattel	New
8096	Firearms Policy	New
4006	Limitation on Majors/Programs	New
3021	Make Up Exam Fees	Reviewed - No Changes
2010	Board of Trustees Bylaws	Revision
8040	Bloodborne Pathogens	Revision
8042	Hazard Communications Plan	New
5002	Furlough Policy	Revision
5003	Equal Employment Opportunity	Revision
5004	Employee Guidance and Progressive Discipline	Revision
5008	Temporary Employees	Deletion
5009	Independent Contractors	Deletion
5010	Compensation Policy	Revision
5019	Retiree Health Benefits	Revision
5041	Employee Leave	Revision
5042	Family and Medical Leave	Revision
5090	Professional Membership	Deletion
5093	Use of Computing, Network and Communications Resource Policy	Revision