

ACADEMIC COUNCIL

January 13, 2022

Meeting Minutes

Attendees: N. Arnone, V. Beache, L. Bird, T. Crawford, K. D'Ambrisi, K. Hammond, M. Hendrickson, L. Montgomery, D. Poole, L. Renninger, R. Rohan, D. Ryan, D. Schoenenberger, D. Warner

Minutes submitted by L. Bird

Welcome

Academic Council meetings will be held via Zoom until the Washington County COVID positivity rate is around 10%.

Approval of the December 16, 2021 Minutes

Director Montgomery moved to approve the December 16th minutes and Dr. Poole seconded the motion. The minutes were approved as written.

Enrollment Update

Credit enrollment remains positive while WSCE enrollment is surging ahead. Some divisions are having challenges with adjuncts during the start of the semester. Dr. Warner requested the directors to contact him with any issues.

Dean of Instruction Update

Dr. Renninger has rescheduled the SLOA workshop that was to have been held last week to tomorrow at 8:30 am via Zoom. The directors were asked to forward the information to anyone that may be interested.

Reminder – Tyler Nedimyer will be sending out some articulation agreement corrections from WCPS that Gary Willow submitted. Directors need to confirm the changes are acceptable. The documents will be sent to WCPS in February.

Chelsea Brereton will be sending an email regarding FY23 course fees.

Mike Martin shared with Dr. Renninger that students have been realigned with faculty advisors. Directors were to ask their division faculty to check the lists to ensure accuracy.

Dr. Renninger emailed students informing them to check Self-Service for the name of their faculty advisor.

Dr. Renninger reviewed ESSENCE adjunct observations and found them to be really good. There was some question about outcomes and if the ESSENCE adjuncts understand what HCC's outcomes are. There is some inconsistency between local and out-of-state high schools. Dr. Warner explained that cleaning up outcomes must be made a priority before they become exacerbated. Dr. Renninger will be putting together a list of what things are needed for ESSENCE classes and share with the directors.

Dr. Warner reviewed adjunct faculty qualifications and possible exceptions. He explained adjuncts teaching college-level classes should have a masters in the discipline. If they do not, they need 15 graduate credits in the discipline. Trades have exceptions where certifications are used. We need to ensure faculty are qualified. Some of the adjuncts have been grandfathered because they have been teaching for a long while. NACEP accreditation may change that. He also mentioned that ESSENCE adjuncts must also follow the ACA credit limit rule.

Dr. Renninger provided some dates for Inclusive Access classes (summer = January 28, fall = March 1). She needs to know when the same text is used for two semesters as that will impact student billing. Some students were charged twice this spring. Dr. Renninger will work with directors and the Finance Office to resolve any issues.

Dean Renninger thanked Dean Beache and her team for updating D2L with more information for faculty.

PIE has shared recent faculty evaluations from EvalKit. There is information that shows general trends and lots of good things. One of the issues is lack of faculty response – especially feedback prior to finals. There needs to be a way to increase the return rate of the evaluations.

Dr. Warner recommended that a method be found to address faculty evaluations via comments in the ARPD form. He asked the directors to ensure they are making notes and applying them to the ARPD form. Trainings could occur in the Fletcher Center.

Dr. Renninger met with the ESSC subcommittee reviewing the credit schedule:

- 22/SU classes should be entered in Datatel by February 1.
- Often courses say they are offered all terms, all years and they are not. Directors were asked to look at that because students get tripped up. She can pull information for them to review.
- WCPS seniors' graduation date is May 31. There were recommendations that more classes be added during the K and Y sessions. Some directors shared that those sessions do not normally have much enrollment.
- More 095 classes are needed. Dean Renninger will follow-up with the committee to determine which courses: RDG, MAT, or ENG.
- More 1 credit classes needed – perhaps some ESH division classes.
- Need to ensure CHM-101 and MAT-101 classes are staggered for engineering students.
- Dr. Warner recommended reviewing data to see when WCPS students take classes during the summer.

Dean of Distance Learning Update

Dean Beache shared that Leia Wood emailed new instructions to the faculty and division directors affected by the issues with Inclusive Access this week. She also recommended that any faculty member wanting to use Inclusive Access may want to have their course ready a week ahead of other classes. As Inclusive Access grows, having it earlier gives her team time to support any issues. Leia Wood, Brenda Huffman, and Dean Beache are available to help with course setup. There was a new process in D2L this semester based on a software update from the publisher which led to some confusion for some faculty. We hope to see less issues arise in upcoming semesters as the process becomes normalized.

There have been conversations with IT and Student Affairs about a method of advertising Inclusive Access and OERs on the schedule, but at the moment making a graphical change in Self Service does not seem possible. Another thought would be to see if Academic Affairs can add more info in the course descriptions. Dr. Warner is pleased with the progress to-date.

The definitions and modalities found in the Curriculum Manual were discussed. More discussion will follow. It was also recommended that the definition of hybrid be reviewed. Dr. Warner will review the definitions and modalities in the manual, too.

Pamphlets for the Master Classrooms and Quality Matters processes have been distributed to the division offices. Contact Linda Cornwell if additional copies are needed. The purpose of this handout was to point faculty towards the new “Master Classrooms & Quality Matters” shared space on D2L. Dr. Warner recommended, that faculty should move forward with Master Classrooms at their discretion. Dan Ryan suggested that Dr. Warner and Dean Beache attend a Faculty Assembly meeting for a Q&A on Master Classrooms.

Dr. Warner asked the directors to ensure they are reviewing/checking using the distance education guidelines. Dean Beache will also be reviewing courses for compliance with guidelines and the merged section recommendations. She will reach out to directors and provide comments as needed.

Faculty Assembly Chair Update

Dan Ryan felt the pamphlet Dean Beache's team distributed looked great. He extended an invitation to Dean Beache and her team to go to Faculty Assembly for a Q&A.

He also expressed his appreciation to Dr. Renninger for rescheduling the SLOA training.

Dr. Klauber shared with him that upward evaluations are getting updated and will be ready this semester. Dr. Warner also shared that he does get upward evaluations for his direct reports. Dan explained that the form should also be used to recognize directors for their good work.

Rebecca Westmeyer will be attending the next Academic Council meeting (1/27/22) to review the changes to the ARPD forms.

Chair Ryan mentioned that some Maryland community colleges are going virtual due to COVID. He also explained that it is expected that the CDC will be changing mask guidelines requiring KN95 masks. Some colleges are providing their employees with KN95 masks. Dr. Warner stated that he does not have any objections to faculty meeting with Dr. Klauber to discuss their concerns.

Promotion and Tenure Timeline Reminder

Peer review should have been completed last fall. Continue checking the timeline for due dates.

Faculty Teaching While Out with COVID

Requests have been received from directors where faculty have tested positive for COVID and are not being allowed to teach from home – they should let them go ahead and teach remotely.

Telework Implications on Adjunct Faculty

Dr. Warner shared that the location/state the adjunct lives in impacts adjunct faculty member's ability to telework.

Internships

Dr. Klauber would like the number of internships increased. Dr. Warner requested that the directors look at loosening up restrictions on internships. The Title III grant is being resubmitted for funding. The internship coordinator position will be filled.

Nominations for 2022 Adjunct Faculty of the Year Reminder

Directors were reminded to submit nominations for the 2022 Adjunct of the Year.

Positions/Vacancies

- Tim Jenness (BSSB division) will be retiring this spring
- Malissa Hudson (NUR division) resigned in December; Ashton Taylor hired as her replacement
- Full-time faculty position in computer science has been posted
- MLT, DHY faculty positions remain unfilled; receiving refusals when offer is made because of salary - some colleges have separate faculty classification for hard to fill positions
- Dr. Poole put forth a candidate for the open theater tech position; Dr. Warner approved and is waiting for Dr. Klauber's approval
- Dr. Warner reminded Chair Ryan that full-time faculty retirement notification is due by April

Other/Announcements

- Next meeting will be held via Zoom on January 27, 2022 from 9-11 am
- Honors Convocation awards will be discussed later
- Dr. Warner acknowledged IT's and L. Bird's work on Informer's full-time faculty load reports

Future Meetings

January 27, 2022	February 24, 2022	March 24, 2022
February 10, 2022	March 10, 2022	April 7, 2022

cc: J. Klauber, H. Soeffker-Culicerto, C. Ohl-Gigliotti, C. Ranalli, B. Kirkpatrick, faculty, division office associates