

# ACADEMIC COUNCIL

January 14, 2021

## Meeting Minutes

**Attendees:** N. Arnone, V. Beache, L. Bird, K. D'Ambrisi, K. Hammond, M. Hendrickson, L. Montgomery, R. Rohan, D. Ryan, D. Schoenenberger, D. Warner

**Guest:** M. Cepeda

*Minutes submitted by L. Bird*

Dr. Warner welcomed Dean Beache back!

### **Approval of Minutes**

The minutes of December 3, 2020 were approved as written.

### **Enrollment**

Credit Spring..... 1/12/21 -- HC -15.7%, FTE -18.2%  
Non-Credit..... 1/11/21 (FTE = 279), 1/14/20 (FTE = 433)

Enrollment remains a concern. Division directors continue to monitor enrollment and are taking necessary steps (e.g., cross-listing classes, bumping adjuncts, etc.).

Dawn Schoenenberger expressed her appreciation of faculty's willingness to work with her on resolving load/enrollment concerns. She also shared that 55 students have tested to go into adult ed classes while 30 students are scheduled to test this weekend. Many students are returning from the previous session.

Interest was expressed in advertising for low enrolled 12 week and 2<sup>nd</sup> 7.5 week classes.

Dr. Warner explained that the COVID positivity rate must be 10% or less to return to December operations.

Chelsea Brereton did an outstanding job with the needed documentation for securing HCC's permission to offer ESSENCE classes in PA.

### **Dean of Instruction Update**

Dr. Warner discussed summer and fall schedule building. The summer schedule is done. When building for fall, add face to face (adhering to social distancing guidelines) and online classes. He hopes that next year at this time, things will be back to normal and distance ed guidelines will be in place. Master shells still need to be addressed.

Dr. Dana Poole begins her position as the HU division director next Tuesday.

Dr. Warner may need assistance the DOI duties. There are more changes to talk about later. The DOI position has been posted with hopefully a hire date of March.

Course fees need to be reviewed for FY22. Dr. Warner asked the directors to work with Chelsea and go over the list. There should not be any changes to the course fees even though equipment is not being used. The cost of consumables comes from course fees.

Dawn Schoenenberger shared that Carol is doing outstanding!

### **Dean of Distance Learning Update**

Dean Beache shared that she is feeling better and is glad to be back to normal.

**Faculty Assembly Chair Update**

Dr. Warner explained that the directors were invited to attend his meeting with faculty this afternoon.

He is pleased with how faculty have attended the split week workshop sessions.

Dan Ryan explained that most of his questions will come up during this afternoon’s meeting.

**Revised Faculty Observation Form**

The revised forms are now available in Passport.

**Late Start classes**

Many late start classes have been added.

**Faculty Load**

Dr. Warner has been reviewing the spring 2021 load reports and has been in contact with directors.

**Outstanding Adjunct Reminder**

Mid-January.....Nominations to director, division votes, director forwards to VPAASS Office  
First February AC Meeting.....AC votes for Adjunct of the Year from division submissions

**MLK Event**

Dr. Warner encouraged everyone to attend the MLK virtual event at 3 pm today.

**VPAASS Meeting with Faculty**

Directors can attend Dr. Warner’s meeting today from 1:00-2:30 pm.

**Positions**

Dawn reported that they are down to one functioning staff person in ABE. The LSC staff is helping.

Laurie Montgomery reported that there are more biology faculty applications.

**Announcements**

- Please remind any faculty that may be retiring to let us know
- Next meeting will be January 28, 2021 at 9 am via Zoom
- Contact Dawn Schoenenberger if you would like a copy of her Zoom etiquette file
- If applicable, submit additional / outside employment forms
- LSC and Library are open; LSC Zoom hours offered on Saturday; students coming to the LSC to use Zoom need to bring their own headset
- Campus is open with staff working an A/B rotation
- No face to face office hours required
- Course outcomes on syllabus; program outcomes not required on syllabus

**Future Meetings**

January 28, 2021	February 25, 2021	March 25, 2021
February 11, 2021	March 11, 2021	April 8, 2021