

ACADEMIC COUNCIL

January 16, 2020

Meeting Minutes

Attendees: N. Arnone, V. Beache, L. Bird, K. D’Ambrisi, M. Hendrickson, J. Hite, L. Montgomery, R. Rohan, C. Rothstein, D. Schoenenberger, D. Warner, R. Westmeyer

Excused: K. Hammond

Guest: Sean Wynkoop

Minutes of December 5, 2019 were approved as written.

Credit and Credit Free Enrollment

Enrollment Management Report (EMR) and Con Ed Enrollment/FTE Comparison of 1/14/20 reflect the following:

Credit / Spring 2020----- Total Headcount = -5.2%; Total FTE = -2.4%

Con Ed ----- FY20 vs FY19 = Enrollment: 6,047 vs. 6,189; FTE: 433.72 vs. 346.75

Scheduling

All 20/SU classes should be entered in Datatel by February 10. The 20/FA classes should be entered by March 2. L. Montgomery reported she was almost finished with the 20/FA EM division schedule so the other applicable divisions can begin entering their schedules.

In preparation for the yearlong (primarily FA-SP) schedule, it was determined (in collaboration with the division directors) that the date to have the 21/SP classes entered in Datatel will be moved from 9/1/20 to 6/1/20. Dr. Warner encouraged the directors to be mindful of program pathways, curriculum, catalog, etc. Entering rooms and faculty is optional. Directors will then have time for a cross-divisional review. This does not affect when registration begins.

Dr. Rothstein shared that no one has submitted any information regarding the offering time for the course descriptions in the catalog. This would apply to courses only offered in specific semesters. The information should be submitted to Chelsea Brereton.

Time Sheets

Dr. Warner explained that exempt staff do not bank hours.

He also discussed faculty absences and time sheet reporting. Directors should be aware of class cancellations due to faculty absence. Time sheets should reflect appropriate leave. If students are provided with options during a faculty absence, the content should be meaningful. Another consideration when faculty are absent would be the LSC.

Dean of Instruction Update

Dr. Rothstein reminded directors to cancel classes with zero enrollment. Directors were asked to let Tyler Nedimyer know the plan if there are instructional staff listings.

Chelsea Brereton is going to be on leave beginning mid-March. Directors should be mindful of curriculum requests.

MHEC has approved the new Associate of Science degree in Exercise Science and Health. The degree will become effective in the new catalog (2020-2021) and will replace the current Health, Physical Education,

and Leisure Studies degree. The possibility of changing the division name to Exercise Science and Health is being explored.

Dean of Distance Learning Update

Directors were asked to inform their adjuncts if their division is scheduled to move to D2L during the 20/SP semester. All full-time faculty automatically have accounts in the new LMS, but adjuncts accounts are either created by request or on a case-by-case basis, as they are added to the official schedule.

Virtual training for teaching in D2L is available 24/7, and the face-to-face training schedule for this semester is now available within the “Instructor Resources” classroom.

Linda Cornwell sent out an email recently with the dates for Quality Matters (QM) training during the 20/SP semester. Directors are asked to encourage any faculty who are willing to take the additional step and become official QM Peer Reviewers, to sign up for that online certificate course.

Online proctoring software purchase has been pushed back, since the committee could not reach a consensus in December. The plan is to have a tool purchased by the summer and in place for 20/FA classes.

If anyone is interested in attending the Maryland Distance Learning Association (MDLA) conference on Thursday, March 12th, please remember to complete a PD request as soon as possible, since the price of registration goes up in \$25 increments each month.

Faculty Assembly Update

Rebecca shared that she is not planning to run for faculty assembly chair this year. Dr. Warner thanked Rebecca for her outstanding service.

The deadline for promotion and tenure requests was yesterday. There are enough faculty to help with the peer review. The attempt was made to associate them with faculty that have a related discipline.

It was suggested that there needs to be more clarity about what it means to become a full professor and to obtain tenure. Consideration may be given to tweaking the promotion/tenure process in the future. Another suggestion was to add in a reflection.

Curriculum Review – General Education

Dr. Warner welcomed Sean Wynkoop to Academic Council and expressed his appreciation for Sean’s effort. Sean discussed his proposal to move SPD courses from the English gen eds category to the arts and humanities gen ed category. He distributed copies of his presentation that will be shared at Faculty Assembly today. The next step would be to work with the directors who will discuss the program implications with their faculty. Directors will need to submit the appropriate curricular paperwork if they want to keep SPD courses as an English gen ed. Submissions should be made by January 27.

Meeting with WCPS at HCC

Dr. Warner reminded the directors that the next meeting is slated for February 12 in STC-182. He will contact Dr. Pugh to determine who is coming and the best time of day. ESSENCE will be one of the topics. Let Dr. Warner know of any other topics.

Averaging Based on Average Class Size

Dr. Warner discussed the possibility of averaging based on average class size and applying it to FT faculty overload with possible implementation of 20/FA. More discussion will follow.

Advising Issues

Due to some recent advising complications, faculty graciously stepped up to help a student that needed to graduate.

M.O.S.T. Grant Opportunity for 2020

Dr. Warner shared an email from Dr. Klauber describing another M.O.S.T. OER grant program. Directors were requested to share the information with their division. Faculty have taken advantage of this grant in the past.

Outstanding Adjunct Nominations

Six divisions have submitted nominations. Voting will take place at the next meeting.

Licensure/Certification Require a PD Request Form

Any full-time faculty that are requesting funding for their licensure/certification renewal fees should complete/submit a PD request form.

Tutorial/IDS and Alternative Assignment (soon) forms are Online

The Tutorial/IDS form is now active and can be accessed via Passport and a link found under the Forms & Schedules heading on the Academic Affairs Office webpage (need to be logged into web).

Other/Announcements

- Dr. Christine Dubowy accepted the FT faculty Biological Sciences/Anatomy & Physiology position; started on January 6
- Patrick Benecewicz accepted the FT faculty Chemistry position; slated to begin February 3
- Two part-time positions combined in the Math/Science division to form FT position of Science Laboratory/Chemical Safety Assistant
- Applications for the open FT faculty Psychology position are being reviewed
- CSC FT faculty position still open
- TrackIt work order will be submitted to determine if the side door of the LSC building can be unlocked during the automated building opening process
- Dr. Rothstein shared there are professional development funds available through the Perkins grant; applies to faculty teaching in a List A program
- Revisions will be made to the building opening and closing times; notification is expected soon from Craig Fentress
- Dawn shared news of successful attendance at Adult Ed orientation: 50 GED and 115 ESL
- Nancy explained that a deaf student who completed the TRK certification in the fall is now employed by D.M. Bowman
- Bob expressed his gratitude to faculty that would not lower their standards by providing extra credit to athletes wanting to get a better grade
- Bob is expecting his first grandchild at the end of March
- Next Meeting will be January 30, 2020

Future Meetings

February 13, 2020
February 27, 2020

March 12, 2020
March 26, 2020

April 9, 2020
April 23, 2020

cc: J. Klauber, C. Ohl-Gigliotti, B. Kirkpatrick, C. Ranalli, Faculty, division office associates, T. Strite