

ACADEMIC COUNCIL

January 26, 2023

Meeting Minutes

Attendees: N. Arnone, V. Beache, K. D’Ambrisi, K. Hammond, M. Hendrickson, L. Montgomery, D. Poole, L. Renninger, R. Rohan, D. Schoenenberger, E. Schwartz, D. Warner

Excused: L. Bird (left early), C. Ranalli

Guest: M. Martin

Minutes submitted by L. Bird

Reflection

“In all our searching, the only thing we’ve found that makes the emptiness bearable is each other.” – Carl Sagan

Approval of Minutes

Director Hammond motioned to approve the December 1st minutes and Director Montgomery seconded the motion. The minutes were approved as written.

Special Guest: Mike Martin – Faculty Advising Update

Mike Martin explained the issues with Colleague affected the faculty’s student lists. He has updated the lists and removed students who did not return spring 2023. Mike updates the faculty lists every Monday morning. An email will be sent to faculty regarding the updated lists. He explained that student list adjustments were made to accommodate the changes in full-time faculty (new, resignation). There was discussion regarding students lists and new full-time faculty during their first semester. Director Arnone asked if, going forward, a retention specialist and division director could be added to the student lists for new faculty in a backup capacity. Mike stated he would discuss that with Angie Auldridge. He also explained that 40-50 students change majors each week.

Mike shared a ‘Tentative Timeline/Discussion Points/Important Dates: Spring 2023’ document from the faculty advising ad hoc committee. The committee will disband on June 30. They organized items by priority for short term, mid-term, and long term. Consideration may be given to adding a standing committee to work on the discussion points. The timeline and expectations were discussed in detail. An expectation sheet regarding the various levels will be developed and distributed. He also explained that February is the training month on ConexEd basics. A faculty/student group will meet about marketing. Public Relations will be getting information out on social media.

Dr. Warner asked Mike to return to an Academic Council meeting in March. He will also be emailing faculty regarding the faculty advising timeline to meet Dr. Klauber’s expectations.

VPAASS Update

Dr. Warner mentioned a statement found in a set of division minutes. He explained that in the Faculty Guidebook it states that faculty are to attend meetings. *The information below can be found page 8 of the Academic Affairs Full-Time Faculty Guidebook, August 2022:*

Faculty Duties and Responsibilities

Specific to the above duties and responsibilities, faculty must:

Attend all scheduled and special faculty meetings as well as the meetings of other groups to which the individual is assigned (for example, division committee or special assignment);

If necessary, the wording in the Guidebook can be changed to state ‘required.’ He further shared that sick leave should be used if not attending meetings (e.g., faculty assembly, divisions meetings, shared governance, etc.).

Dr. Warner also stated that division directors are to only attend faculty meetings called and administered by the VPAASS.

An email will be sent by Dr. Warner to full-time faculty about Dr. Klauber’s expectation about D2L sites: minimum all courses (traditional, face-to-face, and online) need to have a shell up with at least the syllabus posted three business days in advance, exclusive of holidays.

Doug Leisher was recognized by Dr. Warner for holding office hours in the LSC!

L. Bird was excused early; therefore, no minutes were taken for the remaining topics:

- Enrollment Update*
- Dean of Instruction Update*
- Dean of Distance Learning Update*
- Faculty Assembly Chair Update*
- Kirwan Update*
- SB46 “Right to Organize”*
- Adjunct Credentials*
- Faculty Observations in Passport: Getting Access for Portfolios*
- Positions / Vacancies*
- Other/Announcements*

Future Meetings

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|-------------------|----------------|----------------|
| February 9, 2023 | March 9, 2023 | April 6, 2023 |
| February 23, 2023 | March 23, 2023 | April 20, 2023 |