

# ACADEMIC COUNCIL

January 27, 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

**Guests:** R. Hill, R. Westmeyer

*Minutes submitted by L. Bird*

### **Welcome**

Dr. Warner thanked everyone for their recognition of his 65<sup>th</sup> birthday!

### **Approval of Minutes**

Director Montgomery moved to approve the January 13<sup>th</sup> minutes and Director Hammond seconded the motion. The minutes were approved as written.

### **ARPDP Revision**

Dr. Warner welcomed Rebecca Westmeyer and Dr. Robin Hill to the meeting and extended his appreciation to all of the faculty that worked on the revisions to ARPDP form.

The revisions to the form were well received by the Academic Council members. There were a few suggested changes by the group. If the recommendations were approved by the team working on the form, the form will be modified and presented again.

Dr. Warner clarified that he felt the goals on the form were for job duties above and beyond regular job duties: goals for growth, refinement, improvement, etc. He also mentioned that there needs to be more integration of pieces on the form: SEOF and supervisor evaluations of faculty (negative or positive) along with peer review documentation.

### **Enrollment Update**

Credit enrollment is leveling off which is what Kevin Crawford predicted in a recent ESSC meeting. ESSENCE enrollment still needs to be input.

### **Dean of Instruction Update**

Dr. Renninger shared that there is now a LibGuide for upcoming events for the Brish Library and the Fletcher Faculty Development Center: <https://hagerstowncc.libguides.com/facultyservices/calendar>

Revisions are still being made to the Curriculum Manual. It will be updated yearly (like the faculty guidebooks).

Summer 2022 classes should be entered in Datatel by 2/1/2022 and fall 2022 classes by 2/28/2022.

IT will be pulling the course offering information and directors will be contacted.

Inclusive Access information is due Friday. Once received it will be given to Tammy Crockett for summer.

Chelsea Brereton will be reaching out to the directors soon about course fees. She is working intently on them.

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

Dean Beache asked the directors to remind their faculty that the new shared space supporting Master Classrooms (MCs) and Quality Matters (QM) is available on D2L. This space consolidates all the information

and resources that the Distance Learning department has shared over the years. It is a central space for faculty to go to learn about the initiative, and ask questions. Updates on the initiative will also be posted in this space.

Leia Wood will start reaching out within the next couple weeks, to faculty who we believe are ready to start the official process for Master Classrooms. Dr. Warner mentioned, that some faculty are ready for Master Classrooms and Quality Matters, based on feedback included in the annual review forms.

At Dr. Warner's request, Dean Beache has been reviewing 22/SP merged class sections and found some were not compliant. She will be reaching out to the appropriate division directors. The guide for merged class sections is posted in the main Instructor Resources space on D2L. Directors were asked to familiarize themselves with the documentation on merged class sections. Dean Beache will only be reaching out to directors in cases where faculty need help.

The Distance Learning team will be taking over the task of reviewing online courses against the "Guidelines for Online Course Management" document. Directors were asked to forward any notes they have directly to Dean Beache. Her team will follow-up directly with directors on any issues. Dr. Warner requested a final report at the end of this semester.

There was discussion regarding using HEERF funding to pay faculty stipends to develop OERs over the summer. Dean Beache explained that this initiative would help incentivize the expansion of OERs per the Academic Affairs strategic planning document, and would also help to increase excitement about OERs. She explained that several colleges within Maryland currently provide stipends to support OERs and the development of content in online courses. Some directors and the faculty assembly chair were not in favor of the proposal. Dr. Warner suggested that he and Dean Beache would discuss the issue further in their one-on-one meeting.

### **Faculty Assembly Chair Update**

Chair Ryan shared that Faculty Assembly met last Thursday and they tabled the request to change the 10 month faculty reporting dates. More discussion occurred with different options being presented.

Dr. Warner explained that this initiative is faculty driven and not an administrative mandate.

There has been feedback about faculty advising. An example would be students going to faculty advisors with questions about deregistration. It was shared there may be a document in place that delineates the responsibilities of the retention specialists and faculty advisors.

### **Academic Affairs Strategic Planning Meeting**

The meeting will be held on 2/4/2022 at 9 am in STC-182 providing the Washington County COVID positivity rate is lower.

### **Promotion and Tenure Timeline**

Dr. Warner reminded the directors to be mindful of the timeline.

### **Ad Astra Demo Next ESSC Meeting**

Joe Seiler has scheduled an Ad Astra demo for the next ESSC meeting on 2/3/2022 at 10 am. It was determined that the division office associates should be invited to the meeting.

### **MACC Transfer Summit**

There will be a MACC Transfer Summit on 11/11/2022 at CCBC. The move was made from a completion summit to a transfer summit. Dr. Warner is on the committee doing the proposals, solicitation, etc. Once everything is in place, the division directors will be asked to share the information with their faculty. It will also be shared with the Student Services department.

### **Curriculum Revision, MHEC Proposals, Internships**

Dr. Warner explained that because of the Blueprint for Maryland's Future Act and the Kirwan recommendations, there is concern about how curriculum is designed. There are some students in the Middle

College who fail and struggle because of the way the curriculum is designed. When the Kirwan recommendations are in place, more students will be coming to college and we need to have programs where students can succeed. It was suggested that recitation could be added.

MHEC has changed their guidelines/costs for curriculum changes. Dr. Renninger will be creating templates and examples for faculty and division directors to better understand the procedure.

Dr. Klauber would like more internships for academic programs. Dr. Warner recommended the directors loosen up restrictions a bit on internships.

### **NACEP Accreditation**

Because of Kirwan and dual enrollment, Dr. Klauber would like us to pursue the NACEP accreditation starting next year. Part of that process would be to attend a NACEP conference.

### **Middle College Expansion**

Two programs were added to the Middle College: AS in Business Administration and an AA with a concentration in either Art, Dance, Music, or Theater. A new Middle College brochure has been created. More programs will be added in the future.

### **WCPS Data for Spring Meeting**

Dr. Warner reviewed the data pulled by PIE. The directors are to study and understand the information as it will be used for the next WCPS meeting this spring.

### **Nominations for 2022 Adjunct Faculty of the Year**

Directors were reminded to vote for an adjunct nominee at their division meeting. The goal is to vote at the next meeting.

### **Positions/Vacancies**

- Interviews will take place next week for the foreign languages faculty position
- Ryan Edwards starts Monday in the theater tech position
- Struggles are ongoing for the MLT and two DHY faculty positions
- RAD clinical coordinator position has been filled
- NUR obstetrics position has been filled and the Board of Nursing approved her waiver and can teach now
- Computer science faculty position remains open – applicant challenges
- Reminder of the April date for any full-time faculty that will be retiring this spring

### **Other/Announcements**

- Tony Valente, former HCC full-time faculty, passed away yesterday
- Next meeting will be February 10, 2022 from 9-11 am via Zoom

### **Future Meetings**

February 10, 2022  
February 24, 2022

March 10, 2022  
March 24, 2022

April 7, 2022  
April 21, 2022