

ACADEMIC COUNCIL

January 28, 2021

Meeting Minutes

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

Minutes submitted by L. Bird

Dr. Warner welcomed Dr. Dana Poole, HU division director, to Academic Council!

Approval of Minutes

The minutes of January 14, 2020 were approved as written.

Enrollment

Credit Spring..... 1/26/21: HC -11.1%, FTE -13.1%

Non-Credit..... 1/25/21 (FTE = 314), 1/29/20 (FTE = 473)

Gains are being made with enrollment, but there is still room for improvement. There are many late start classes and ESSENCE registrations that need to be entered. Non-credit enrollment is down about 150 FTE.

Dawn Schoenenberger shared that Adult Education enrollment is doing awesome. There are between 130-150 students enrolled and they are taking 60-120 hours. The ESL enrollment has doubled. She praised her ABE/ESL team for the long days they have been working to ensure testing was completed

Dan Ryan shared the need to continue to encourage students based on Mike Martin's email this morning.

Staff Return to Campus 2/1/21 and Classes Return Similar to December on 2/8/21

Dr. Warner cited Dr. Klauber's email about the switch to no more A/B weeks. He explained there is work to be completed at the division level to change any applicable classes back to face-to-face so that information is properly reflected in the Daily Enrollment Report. This needs to be done ASAP because classrooms need to be cleaned and buildings need to be opened at the appropriate time. Dr. Warner shared that he will be flexible with the faculty. If their preference is to remain teaching online that is acceptable.

Dawn Schoenenberger applauded the work of her full-time faculty and adjuncts that are doing what they can to work out situations that are in the best interest of students. They are stepping up to the plate by stretching themselves and engaging students.

Dr. Warner asked Dan Ryan to let faculty know they are being recognized for their outstanding efforts.

Academic Council meetings will continue to be held via Zoom.

Dan Ryan said that faculty and students will need to be reminded about using the GOEVO app when reporting to campus.

No Dean of Instruction Update

Reminder – 21/SU schedule should be entered in Datatel by 2/1/21 so that Academic Affairs can do their review. The 21/FA schedule format will be similar to this spring. Dr. Warner asked the division directors to work with faculty to make classes face to face if they want. Dr. Klauber would like more face to face classes. Dr. Warner requested the directors to be flexible with faculty for 21/FA.

Dan Ryan reported there is some anxiety and confusion about the fall semester.

Dr. Warner explained that appropriate social distancing will be in place for fall. The Road to Recovery meetings will provide updates. He requested the directors to talk about the fall schedule with their faculty at the next division meeting to try and reduce anxiety.

Nancy Arnone mentioned the document that reflected classrooms and their appropriate socially distanced seating capacity that Dr. Rothstein shared last fall. Dr. Warner asked Nancy to share a copy of the document with Academic Council. The schedules will need to be updated to reflect appropriate section capacity based on the social distancing capacity for the rooms.

Dr. Hendrickson mentioned Dan Ryan's point that students need options is worthwhile. It was mentioned that a mix of method types is the best approach.

Dean of Distance Learning Update

The review of the Guidelines for Online Course Management will be discussed at the Teaching and Learning meeting this afternoon. The hope is to have the work completed by end of spring so they can be implemented 21/FA. Any questions or comments should be directed to Dean Beache or a faculty representative. Faculty representatives from the Teaching and Learning committee should be discussing the progress at the division meetings. Dawn Schoenenberger mentioned that quality of classes should be of the utmost importance (good learning experience for students)

Dean Beache requested that any faculty Proctortrack issues be emailed to her with a summary of the issues.

Dean Beache asked the Directors to start conversations within their divisions, in order to determine 2 to 3 programs or certificates per division to be added to our list of 100% online programs/certificates. Once a final list is agreed upon, we will need to maintain availability of these courses in the "WEB" format for upcoming schedules.

Faculty Assembly Chair Update

Dan Ryan reported that the first few weeks of classes are going well. There are challenges with online classes and students needing to be online at specific days and times. He also shared that faculty have load concerns and what the long term perspective is.

Dr. Warner stressed the need to be as flexible as possible with students.

Another question arose as to whether students can be required to attend the online classes to help them with accountability. Dr. Warner explained that you cannot really have a rule you cannot enforce. There were various suggestions offered by division directors.

Dan shared that it is still the best practice to record and be flexible with exceptions. A recording disclosure should be on all syllabi.

Faculty Advising

Since the process to daily update faculty advising has failed, Mayme Kugler is taking on the technology requirements for faculty advising. Chelsea Brereton is working on the rules. Faculty advising assignment lists will be sent to the division directors for review. They are to look the list over and contact Chelsea with any changes/suggestions. The goal is to try and release to faculty this spring.

Dues and Memberships

Dr. Warner asked the directors to look at the list that was emailed by Dawn Reed. They were requested to remove any unneeded items.

Adjunct Hiring through Kronos

The adjunct hiring process now takes place in Kronos. Hopefully instructions will be forthcoming. Dawn Schoenenberger shared that she needs support to attach various funding streams for ABE grant stuff.

Late Start Classes

Dr. Warner has seen a lot of encouraging emails from Student Services about late start classes. He also mentioned that all avenues should be exhausted to ensure faculty make base load (e.g., not using adjuncts). The directors were told to keep up the good work.

Faculty Load

Faculty load is getting better each day. Dr. Warner sympathized with faculty where issues are occurring. He has not heard anything about eliminating any programs. Faculty should be encouraged to do everything they can to boost enrollment.

Outstanding Adjunct Reminder

Nominees should have been submitted and voting will take place at the next meeting.

Promotion and Tenure Timeline

Dr. Warner reminded the directors of the timeline for promotion and tenure.

Positions

- Dean of Instruction job description changed to align responsibilities between the two dean positions
- At least 20 applications have been received for the DOI position
- Still looking for another full-time HIM faculty
- Dawn Schoenenberger has two open positions in ABE
- Laurie Montgomery is narrowing down the list of individuals for the open faculty positions (BIO and possibly A&P); physics faculty position open
- Dr. Poole was asked to contact the current full-time language faculty about teaching this fall
- Any faculty that are retiring will want to provide notification this semester – earlier if possible

Questions

- Next meeting will be on Thursday, February 11, 2021 at 9 am via Zoom
- Dr. Hendrickson requested an additional date be added to the promotion and tenure time for when portfolios and/or letters be submitted to the division director
- Bob Rohan shared they will be grandparents for the second time in May
- Dr. Poole thanked everyone for a good first two weeks
- Dr. D’Ambrisi confirmed that the MLT (medical laboratory technician) program proposal was submitted to MHEC; Dr. Warner thanked both Dr. D’Ambrisi and Chelsea Brereton for their assistance with the proposal

Future Meetings

February 11, 2021	March 11, 2021	April 8, 2021
February 25, 2021	March 25, 2021	April 22, 2021