ACADEMIC COUNCIL
January 30, 2020
Meeting Minutes

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

Minutes of January 16, 2020 were approved with one change.

Credit and Credit Free Enrollment

Enrollment Management Report (EMR) of 1/28/20 and Con Ed Enrollment/FTE Comparison of 1/29/20 reflect the following:

Credit / Spring 2020------Total Headcount = -4.3%; Total FTE = -1.7%

Con Ed ---------------------FY20 – Enrollment = 6,672 and FTE = 473.03
FY19 – Enrollment = 7,004 and FTE = 424.08

Scheduling Update: Yearlong Schedule

Classes should be entered in Datatel: 20/SU by February 10, 20/FA by March 2, and 21/SP by June 1.

Dean of Instruction Update

Directors were requested to submit any FY21 Perkins grant equipment requests to Dr. Rothstein soon. Grant request must be submitted by the end of June.

A 'chosen name' field has been added so that rosters will reflect the name the student would like to be called. Pronoun changes were also discussed. There will need to be some training across campus.

Dr. Rothstein distributed multiple handouts about institutional learning and general education outcomes for the Council to react to. Since general education outcomes are directly related to the institutional learning outcomes. The institutional outcomes support the mission statement. The documents were reviewed with the Council. Electronic copies of the general education definition and criteria will be emailed to the Council. An updated draft of the institutional learning outcomes will be distributed next month. Directors were asked to review the general education definitions and criteria with their division and secure input. No changes should be made to the definitions since they are based on COMAR's definitions (some exceptions). The goal is to have the final documents ready for the Board of Trustees meeting in May.

The faculty peer reviewers have been assigned.

Dean of Distance Learning Update

There will be an open forum on Thursday, April 30 from 2-4pm, for those faculty currently teaching in D2L to share their experiences. Anyone moving into D2L for the first time over the Summer or Fall semesters is also encouraged to attend.

A meeting occurred last Friday with the D2L implementation manager. He demonstrated the types of student reports that can now be pulled to the division directors.

Faculty Assembly Update

Directors were asked to discuss potential faculty emeritus nominations in their division meetings. Qualifications for faculty emeritus status can be found on page 39 of the August 2019 Academic Affairs Full-Time Faculty Guidebook.

Dr. Warner agreed to pursue Rebecca Westmeyer's request to have clocks installed in the LRC 2nd floor classrooms.

SEOF Review of Questions at Division Meetings

Dr. Warner sent an email to full-time faculty and directors about the SEOF questions for the face-to-face classes. Faculty should discuss the questions at the upcoming division meeting and directors will gather information and forward to Laurie Montgomery for compilation. The hope is to have the questions implemented for 20/FA.

Topics for the next ESSC Meeting

The subject of a consistent evening start time for classes was discussed. It was determined that this should be discussed at an upcoming ESSC meeting. Let Dr. Warner know of any additional items.

WCPS 2/12/20 Meeting Moved to 2/28/20

The meeting with WCPS has been moved to Friday, February 28 at 8:30 am in STC-182. Inform Dr. Warner of any potential topics.

Perceptive Content Request – Simplify File Names

Some images associated with the electronic forms are not importing into Perceptive Content because the file names of the attachments (too long, contain special characters, both). Directors were asked to review backup documentation for appropriate file names prior to authorizing.

Outstanding Adjunct Voting

The 2019 Adjunct of the Year is Rob Ball of the TCS division!

Curriculum Reminders: Pre-reqs and Co-reqs, Appropriate MAT and ENG

Please continue with curriculum submissions.

Positions

- Suzanna Henderson (director of grants development) begins Monday, February 17
- Mayme Kugler accepted the position of Institutional Research Director
- Psychology faculty position – meeting today to go over questions for skype, anticipate a fall hire
- Computer Science faculty position – search committee for interviews
- Chelsea Brereton is projected to be out mid-March-June

Announcements

- Next Meeting will be February 13, 2020
- Official load reports will be pulled and distributed February 4 with a requested return date of February 6
- Adult Ed Grant proposal out – competitive this year
- Sealant Saturday is February 1, 9-11 am
- Should hear from CODA around the beginning of March

Future Meetings

February 13, 2020	March 12, 2020	April 9, 2020
February 27, 2020	March 26, 2020	April 23, 2020

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