

ACADEMIC COUNCIL

February 10, 2022

Meeting Minutes

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

Minutes submitted by L. Bird

Approval of Minutes

Director Schoenenberger moved to approve the January 27th minutes and Director Montgomery seconded the motion. The minutes were approved as written.

Enrollment Update

The credit enrollment is trending as Kevin Crawford predicted: -2.2% Headcount, -2.7% FTE. Dr. Warner explained that HCC is down 2% from last year's COVID totals – which is concerning. He recommended that work continue to turn enrollment around.

Dean of Instruction Update

Reminder that the Library will be hosting the Douglass Day event on Monday, February 14. There will be a birthday celebration and transcribe-a-thon. The event will be held in STC-182, from noon to 3 pm.

Perkins Grant Update: There is \$3416 remaining in the FY22 professional development budget line. Directors can start submitting FY23 Perkins grant requests to Dr. Renninger and Chelsea Brereton. They will begin writing the FY23 budget/plan in March.

FY23 course fees are due COB today. Directors were asked to confirm their division information was submitted to Chelsea Brereton.

Dr. Renninger sent a list of the division course offerings per semester to each director to ensure the listed semester(s) are correct.

Dean Renninger shared data that showed that 10:00 am, 11:30 am and 1:00 pm were the times that most classes filled. The 15 week session offerings were the highest enrolled session for spring.

She mentioned that the majority of 22/SU gen ed class offerings were being held via WEB. Also, 12 week session classes were the most offered while the 6 week session had the least offerings.

Dr. Warner suggested that perhaps a new type of scheduling could be considered (e.g., Friday evening/Saturday morning) to see if we can enroll the population that we currently do not capture. These classes would need to fit our current scheduling block. Suggestions are welcome.

Dean of Distance Learning Update

Dean Beache asked division directors to encourage their faculty to participate in the ongoing trial of the proctoring software from Respondus and Examity (see her email of 2/3/2022). The trial for Respondus is being hosted on the D2L test server, not the central D2L site. She would like as much feedback as possible from faculty. If there are any issues/concerns, please contact Dean Beache. If she is not available, contact Brenda Huffman or Salven DeMartino.

The Fletcher Center has updated their Online Accessibility Guide which assists faculty in getting up to speed with accessibility. Physical copies of the guide have been distributed to all divisions.

Faculty Assembly Chair Update

Chair Ryan thanked Dean Beache for the reminder about the proctoring software. He will remind faculty at the upcoming Faculty Assembly meeting.

Rebecca Westmeyer will go before Faculty Assembly next week to see if there is any other feedback concerning the ARPDP form revisions. She will be meeting with Dr. Warner early next week to discuss the revisions. The final document should be ready soon for faculty to complete in May/June. Dr. Warner explained that the revisions can go before Assembly as many times as necessary and supports the revisions.

Assessment Reminders

Since the end of the spring semester is approaching, there was discussion about assessment.

Dr. Renninger explained that data is being collected on two ILOs (2 and 3). They are trying to pare down the amount of assessment for those courses that apply to ILOs 2 and 3. She explained that it is hard to determine which gen ed classes apply to these ILOs. The division directors will need help to align the data and make sure the document is correct. Dean Renninger will send out the timeline that shows when things are due.

Dr. Warner was assured that the division directors are checking the data. Annual summaries are to be done. Dean Renninger explained that Chelsea Brereton is no longer responsible for the assessment data.

F2F D2L Sites – Content and Inspection

There was discussion about what course shell standards in D2L could be agreed upon for face-to-face classes now that something is in place for online courses. Dean Beache will be emailing Academic Council members some suggestions/best practices and is requesting feedback.

Chair Ryan suggested an ad hoc group (one representative from each division) to work with Dean Beache.

Director Schoenenberger gave a shout out to Sonjurae Cross as she has done incredible work with her ENG-095 and ENG-101 packaged classes.

Dr. Warner reminded everyone that consistency is important when moving toward NACEP accreditation.

Adjunct Credentials

Dr. Warner discussed adjunct credentials and the needed standards. There are two adjunct categories: career and transfer. Educational requirements (exceptions would be made on a case-by-case basis):

- Transfer: masters or bachelors with 15 graduate credits
- Career: bachelors and certificate or award/credential

He asked the directors to verify their adjunct faculty are doing a good job (quality teaching). It is important to keep the standards high.

Due to the Telework Policy, Human Resources has determined that adjuncts teaching online classes can only live in an adjacent state (MD, WV, VA, and PA). This may limit adjunct selections. More to follow.

Curriculum Committee Today

Some of HCC's programs have been designed to mirror 4 year institutions. This is not designed for 11th and 12th graders' success. Dr. Warner will not mandate changes, but he wants to open the door to talk about this situation. He suggests that curricula be reviewed to assist with student success. One idea was a summer bridge at the beginning, in between years 1 and 2, or at the end. Another suggestion was additional instructional support in the main classes.

Full Professor Discussion at Division Meetings - Feedback

The feedback regarding the full professor discussion from the divisions varied: no concern, fine, no response, and concern about those who may go up within the next few years. Dr. Warner explained that he has no desire to change any of the other ranks. Awards and grandfathering faculty in was also discussed.

Voting for Adjunct Faculty of the Year

Angela Leisher, Behavioral and Social Sciences/Business Division, was selected as the 2022 Adjunct Faculty of the Year.

Other division nominees were:

- Jennifer Dopson, Developmental Education and Adult Literacy Services Division
- Matthew Hast, Technology and Computer Studies Division
- Thomas Renner, English and Humanities Division
- Arby Shaw, Nursing Division
- Charlotte Trout, Mathematics and Science Division

Positions/Vacancies

- Donna Marriott accepted the position of Labor Relations Management (under HR)
- With Lita Orner's retirement, Alicia Cullop will be taking on the role as manager
- Rebecca McDermott is replacing Susanna Henderson (resigned) as the Grants Development Director
- History faculty position has been posted
- April is the month for any full-time faculty to announce they will be retiring this spring
- Director Schoenenberger: MIS position has been filled and candidate starts Monday; recognized IT for stepping up to the plate and moving things to digital (ConexED) – working great for LSC and Library and other places on campus
- Director Arnone: a few applicants for open CSC faculty position
- Dr. Poole: interview for foreign languages faculty position will be rescheduled
- Director Montgomery: needs someone to teach a micro class; lab tech may be leaving to go to grad school
- Dr. D'Ambrisi: application has been received for the MLT faculty position opening; DHY faculty position remains open (five DHY faculty openings statewide); Allegany College is evaluating an MLT program and FCC is investigating a DHY program

Other/Announcements

- Next meeting will be February 24, 2022 at 9 am in STC-182
- Director Arnone: reported by a student (Target employee) that Target would pay them a bonus for each part of the MSSC Certified Production Technician (CPT) exam that they pass
- Dr. Warner: currently at 12.5% COVID positivity rate – if 10% or under meetings will be F2F

Future Meetings

February 24, 2022
March 10, 2022

March 24, 2022
April 7, 2022

April 21, 2022
May 5, 2022