

ACADEMIC COUNCIL

February 11, 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

Minutes

Approval of the January 28 meeting minutes was postponed until the next meeting.

Enrollment

Credit Spring 2/9/21: HC -8.7%, FTE -11.3%

Non-Credit 2/8/21 (FTE = 334), 2/10/20 (FTE = 535)

Assessment Presentation – Carlee and Tom

Tabled due to late meeting start time (delayed college opening)

No Dean of Instruction Update

There was discussion about the variety of instructional methods and expectations for those methods. It was determined that days and times were to be listed with associated WEB sections with remote meetings. There will not be any "...language that 'requires' students to attend, but the expectation is that students would attend just as they would for a F2F section." It should not be promoted as optional unless the faculty member has determined it to be appropriate.

The goal is to have around 30% overall F2F classes this fall where social distance caps are observed. Think creatively for having students meet (e.g., hybrids, use 2 rooms with video links, etc.). Directors were asked to work with Eric Byers if necessary to try and increase social distance caps in rooms (e.g., 4 foot tables instead of 6 foot tables).

Dean of Distance Learning Update

Dr. Warner reported that there has been a reorganization of direct reports among the deans. Effective February 15, the Fletcher Center, Learning Technology, and Testing Center will report to Dean Beache.

Dean Beache shared that the Teaching Learning committee continues to work on the Guidelines for Online Course Management. Directors can inform her of any comments and she will take it to the committee. Hopefully the Guidelines will be ready by the end of spring.

Dean Beache reminded Directors to start the discussion of new programs/certificates that can be transitioned to the 100% online list for FY22.

Dean Beache has a meeting with Proctortrack this afternoon to discuss the reported issues. Directors and Faculty may continue to email her any additional concerns. She requested, that incidents are reported as soon as possible either to the Testing Center or directly to Proctortrack support. It was reinstated, that the use of Proctortrack is not a requirement – it is recommended for timed exams (not short quizzes). The Testing Center continues to be available, in order for any students with extenuating circumstances to schedule in-person proctoring.

The Teaching and Learning committee recently completed their review of the Intellectual Property policy. A copy of the revisions were shared with Academic Council for feedback. Dr. Warner mentioned, that the draft was moved forward to Faculty Assembly for comments. If there are no additional changes

from Academic Council and Faculty Assembly, then the policy will move forward to the Board of Trustees for voting.

Faculty Assembly Chair Update

Dan Ryan thinks that the Teaching and Learning committee has a lot to do. He shared that things are moving in the right direction and that Dean Beache is doing an amazing job.

Questions about COVID vaccinations should be directed to Jennifer Childs.

Outstanding Adjunct Voting

The 2020 Adjunct of the Year is Andrew O'Brien of the Math/Science division!

Convocation

The 2021 Honors Convocation will not be held due to the COVID-19 pandemic. Student awardees will be selected, certificates developed listing their achievements, and either mailed or emailed.

Promotion and Tenure Requests

Dr. Warner shared a reminder about the promotion and tenure request timeline.

Positions

- Over 50 applications have been received for the DOI position; Kronos will be used to access the documents
- A full-time faculty member in the BSSB division was dismissed; replacement position request will be submitted
- Open positions in adult education department/DV division and EM division are being worked on
- Enrollment is declining in developmental classes; faculty cannot move arbitrarily from one division to another – process in place
- No applicants received yet for HIM faculty; applications received for the HS division office associate position and interviews are being coordinated
- Dr. Poole reported she did her first faculty observation this week
- It was requested that delay/closure announcements be shared earlier than 5:30 am – especially for those that live far away
- Dr. Warner recognized HCC's nursing program for being ranked #2 in Maryland by RegisteredNursing.org (nursing advocacy organization) – moved up to second place from last year
- Next meeting will be February 25, 2021 at 9 am via Zoom

Future Meetings

February 25, 2021

March 11, 2021

March 25, 2021

April 8, 2021

April 22, 2021

May 6, 2021