

# ACADEMIC COUNCIL

February 13, 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

**Guest:** Mike Martin

*Minutes of January 30, 2020 meeting will be reviewed at the next meeting*

### **Academic Advising Update**

Mike Martin distributed copies of the summer 2020 Registration Deadlines Calendar. He also explained that a Self-Service email notification was sent to students on Monday, February 10. The system is now working and students seem to like it. Academic advisors are using Self-Service. WebAdvisor is still accessible and can be found on the same webpage as Self-Service. Rebecca Westmeyer shared that Courtney will be coming to next faculty assembly meeting. There is an employee portion of Self-Service that has budget information, but it is not ready yet.

A first year experience course was also discussed. This type of course is part of Guided Pathways.

### **Credit and Credit Free Enrollment**

Enrollment Management Report (EMR) of 2/11/20 and Con Ed Enrollment/FTE Comparison of 2/10/20 reflect the following:

Credit / Spring 2020-----Total Headcount = -5.7%; Total FTE = -2.9%  
Con Ed -----FY20 – Enrollment = 7,125; FTE = 535.45  
FY19 – Enrollment = 7,294; FTE = 459.73

### **Schedules: Summer 2020 and Fall 2020**

The 20/SU schedule is entered in Datatel, but additional classes can be added. Registration for veterans begins March 11 and March 16 for all other students. The 20/FA schedule should be entered in Datatel by March 2. June 1 is the due date for entering the 21/SP schedule in Datatel.

### **Dean of Instruction Update**

Dr. Warner distributed and reviewed a document containing the current promotion and tenure request process, rubric, and timeline. The timeline will change for the next set of requests. A few of the peer reviewers have met with their assigned faculty, completed an early interview and scheduled reviews. The final promotion/tenure list will go to the Board of Trustees in May.

Dr. Rothstein reminded the division directors that the program coordinator compensation excel spreadsheet is due tomorrow. The analysis could be a challenge due to Brad Shepard’s departure.

Copies of division minutes should be emailed to all division office associates and directors, Dr. Rothstein, C. Brereton, T. Nedimyer, Dr. Warner, and L. Bird.

Dr. Rothstein is still working on the institutional learning outcomes and should have something more next week. All divisions have their rubrics and should create the gen ed course for the division to assist with marrying things together.

She hopes everyone is working on their division pre- and co-reqs. The curriculum committee has received a lot from the TCS division, but not much from other divisions. Only the March and April meetings remain. Remind faculty about updating pre- and co-reqs. The changes are needed for the next catalog so that everything will be

aligned. Academic Affairs is shooting to have the curriculum changes in the catalog by May 1. This is an internal deadline so the students can see up-to-date information.

ADA compliance was discussed. Linda Cornwell can train faculty to ensure all instructional documents are ADA compliant. She will even come to division meetings to discuss this topic. Linda can also do Fletcher Center refreshers if there is interest/attendance. There is not a mandate to have the syllabi compliant, but we should be moving in that direction. Division directors are responsible for overseeing ADA compliancy. Jaime Bachtell and Angie Auldridge are also excellent resources. A suggestion was made for Dr. Warner to develop a checklist.

Consideration will be given to offering training in the fall when faculty return. It was shared that D2L makes templates ADA compliant. Dean Beache also shared that Leia can meet with faculty on accessibility issues.

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

Dean Beache asked that directors continue to encourage their faculty to take D2L training before the end of the semester and to attend the upcoming open forum session to hear feedback from live users. There will be several upcoming initiatives involving D2L. All faculty should attempt to familiarize themselves with the new learning management system (LMS) in advance. This includes those individuals not intending to teach online classes, but may be required to interact with the LMS at some point in the near future.

Dean Beache reminded everyone that the college's Moodle contract ends on June 30, 2020. D2L will be the only LMS available for credit courses starting on July 1.

The question was asked about offering training to adjuncts, as well as ESSENCE faculty. Vidda reminded everyone that in addition to the face-to-face sessions which are scheduled for 20/SP, full-time faculty and adjuncts could sign-up for one-on-one sessions with Brenda Huffman, or take the virtual training online 24/7. It was also stated that our ESSENCE faculty are currently not required to use either Moodle or D2L sites.

A suggestion was made by another council member to move the faculty dinner to earlier in the week. This would allow more time for training during faculty week. Other suggestions from the group included mandating certain trainings for adjuncts or adding a training clause to adjunct contracts. Dr. Warner asked Rebecca to share this proposal with Faculty Assembly to collect their feedback and suggested that we research the practices of other colleges regarding their faculty training requirements.

The Teaching and Learning committee has recently been working on an intellectual property policy. Directors were tasked with taking questions back to their divisions for the February division meetings. They discussed the reactions from the respective divisions and were asked to send any future input directly to Vidda.

There will be two additional online proctoring demos coming up during the month of February. The committee will be reviewing Proctorio & Honorlock in comparison to the previous options reviewed last fall. Dean Beache is hopeful that the committee will come to a decision by March.

### **Faculty Assembly Chair Update**

Professional development for Academic Council was discussed.

### **SEOF Update**

Not all divisions discussed the proposed F2F SEOF questions found in Dr. Warner's email of January 27 to full-time faculty and division directors. Of the divisions that did discuss the questions at their division meetings, responses were mixed. Any division responses should be given to L. Montgomery by Thursday, February 20 for compilation. Implementation in an online format is set for 20/FA.

There is still some confusion about scoring a 75% on SEOF questions. Dr. Warner reiterated that there will always be SEOF questions. They are just no longer quantifiable or require a score to be met for promotion and tenure.

### **Home School Initiative**

Con Ed is creating home school classes. Marti Grahl will be part of this due to her connections with the home schooling community. Four courses are being considered: beginning and advanced algebra, physical science, biology, and/or chemistry with labs.

### **Credit Programs to Con Ed**

For several reasons, we need to move two or three credit programs to continuing education. Dr. Warner has already had conversations with the applicable division directors. He will be meeting with the pertinent full-time faculty. A goal would be for students in these continuing education programs to receive credit for prior learning. They will pilot some for spring with more to come. Faculty will be included in the discussion.

### **3.0 GPA Analysis**

Dr. Warner shared information from his affinity group (M4CAO) regarding 3.0 GPA analysis. Comparison charts were provided to the directors. It appears that the 3.0 GPA population fared much better than the others. IR directors were asked to continue studying the analysis and refine definitions.

### **MD Open Source Textbook Initiative**

Reminder about the MOST OER grant program. Directors are to share Dr. Warner's handout with interested faculty.

### **Office Hours over College Hour**

Full-time faculty should be discouraged from holding office hours during the College Hour.

### **Part-Time Workers earn Sick Time**

Dr. Warner explained that part-time workers (student workers, adjuncts, etc.) are eligible to accumulate sick time. These part-time workers have to request to use the sick time. He directed any questions to Human Resources. There was a request to determine if the accumulated totals can be added to the monthly employee leave report produced by IT. Dr. Warner agreed to pursue the request.

Dr. Warner shared that the Kronos software implementation team is being replaced.

### **PD Approvals that Require Attachments**

Professional development requests will be denied if there is insufficient backup documentation.

### **Positions**

The VPAF search committee includes Dr. Warner, Rebecca, Dr. Klauber and a Board of Trustees member. Seven Skype interviews will be held on March 5. Finalists will be invited to come to campus.

Joan Bontempo has announced she is retiring June 30.

### **Upcoming Ceremonies in STC-182**

- FT Faculty Reception (Terri Bidle) will be Thursday, April 16 from 4:00-5:30 pm
- Adjunct Faculty Luncheon (Rob Ball) will be held on Monday, April 20 from 11:30 am-1:30 pm

### **Announcements**

- Next meeting will be February 27, 2020, 9-11 am, STC-182
- Possibility of eSports coming to campus – much discussion
- Development coordinator position filled by Rebecca McDermott
- Reminder about meeting with WCPS on Friday, February 28, 8:30 am, STC-182

### **Future Meetings**

February 27, 2020	March 26, 2020	April 23, 2020
March 12, 2020	April 9, 2020	May 7, 2020

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