

# ACADEMIC COUNCIL

February 24, 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 Hammond moved to approve the February 10<sup>th</sup> minutes and Director Montgomery seconded the motion. The minutes were approved as written.

### Enrollment Update

Credit enrollment remains flat: -0.7% HC, -2.0% FTE. Dr. Warner does not believe it will improve much. WSCE enrollment is up from last year. Director Schoenenberger mentioned that 60 more students will be registering for Adult Literacy Services classes – all from Washington County.

### Dean of Instruction Update

Dr. Renninger shared a reminder about Inclusive Access classes for fall (deadline of March 1). She will send the specifics to Tammy Crockett. Additional sections can be added later. The Inclusive Access spreadsheet can be found in the shared OneDrive folder. There is no set limit for Inclusive Access usage this fall. Once the issues are worked out, consideration will be given to adding another publisher.

The NUR, TCS, and HS divisions have checked the course offering dates that Dr. Renninger provided. The information should be reviewed/checked before the new catalog can go in.

To graduate in May, students must submit their application by March 1 (changed to March 11 on February 28).

There will be another SLOA workshop next Friday at 9:30 am. Dr. Warner recommended to keep offering the workshops one or two times per month. Dan Ryan suggested Tuesday at 2:30 pm as an option to see if more faculty could attend. Dean Renninger is recording the workshops and saving them in the OneDrive folder.

Dr. Renninger distributed and reviewed the draft of an ESSENCE instructor checklist that she created. One suggestion was to merge the new adjunct checklist with the ESSENCE checklist. It was also recommended that the checklist be shared with Kevin Crawford. Dr. Warner explained that credentialing may become an issue when securing NACEP accreditation.

Dean Renninger reviewed the Academic Affairs Strategic Plan Checklist spreadsheet. She asked the directors to let her know of any errors. She will be reviewing this at the first Academic Council meeting of each month.

### Dean of Distance Learning Update

Dean Beache shared that there will be an announcement in D2L regarding the archiving of 19/FA-20/SU course sections. Faculty will be provided with instructions for saving their content.

Linda Cornwell is finalizing a "Teaching in the Community College" (TICC) course in the Fletcher Center. This three to four week course is intended for new and current adjuncts. Dean Beache proposed, that this TICC course in conjunction with the "D2L Training for Instructors" certificate become a requirement for all adjuncts during their first semester of teaching a fully online course. With the possibility of a probationary period during their second semester of teaching. Directors were very supportive. The TICC course may also become part of the orientation training for new, full-time faculty.

Dean Beache reminded everyone to review her email of February 10<sup>th</sup> (Formatting Standards for Course Sections). Directors agreed that these recommendations could be provided as guidance to faculty by the Distance Learning department. Dr. Warner recommended that if these formatting standards were to become a requirement, faculty should have input via an ad hoc or shared governance committee.

Dean Beache asked Directors to remind their respective faculty about the ongoing trial of proctoring software from Respondus and Examity.

### **Faculty Assembly Chair Update**

Chair Ryan shared that faculty tabled the recommendation for changing the reporting dates. There will be more discussion via an ad hoc committee.

Faculty approved moving the ARPDP form forward with the changes Rebecca Westmeyer presented.

There were questions about changing the Testing Center's hours (offering Sunday hours and late Friday hours). Dr. Warner is willing to take a recommendation to Cabinet if faculty feel the need for Sunday hours.

Dr. Klauber agreed that faculty can request students to wear masks during office hours.

The Board of Trustees approved 5095 (Intellectual Property policy). There are some challenges with interpreting the policy.

### **Math Course Recommendations by Program**

Dr. Warner reviewed the list of programs that will be impacted by the math change (MAT-101 to MAT-160). He encouraged the directors to review the document and have a conversation with their faculty. A math faculty will be going to division meetings next month.

### **Kirwan Blueprint Implications on Curriculum**

Dr. Warner reviewed the MSDE document that Dr. Willow (WCPS) shared with him. He explained that funding will be impacted if there is no compliance. He is suggesting a discussion with faculty.

### **Adjunct of the Year Luncheon**

The luncheon will be held Wednesday, April 27, 2022 from noon until 1:30 pm in STC-182.

### **Open House**

Open House is scheduled for March 26, 2022 from 10:00 am to 12:00 pm.

### **Revised ARPDP Form**

A few suggestions were offered: move the signatures to the last page, add a comment box for Dr. Klauber, and adjust text box sizes.

### **Positions/Vacancies**

- Full-time MLT faculty interview; two DHY faculty positions remain open
- Dean Beache: open positions – LT grant-funded position and part-time Testing Center position
- Faculty Foreign Language position is still open
- Applications have been received for the open full-time faculty position in History

### **Other/Announcements**

- Next meeting will be March 10, 2022 from 9-11 am in STC-182
- HB 968 expanding dental assistants' duties and responsibilities to include monitoring nitrous oxide; HCC prepares students to sit for the Certified Dental Assistant exam; received ARC grant funds for dental chairs

### **Future Meetings**

March 10, 2022  
March 24, 2022

April 7, 2022  
April 21, 2022

May 5, 2022  
May 19, 2022

cc: J. Klauber, H. Soeffker-Culicerto, C. Ohl-Gigliotti, C. Ranalli, B. Kirkpatrick, faculty, division office associates