

ACADEMIC COUNCIL

February 27, 2020

Meeting Minutes

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

Excused: J. Hite, R. Rohan

Minutes of January 30 and February 13, 2020 were approved as written.

Credit and Credit Free Enrollment

Enrollment Management Report (EMR) of 2/25/20 and Con Ed Enrollment/FTE Comparison of 2/24/20 reflect the following:

Credit / Spring 2020----- Total Headcount = -3.3%; Total FTE = -1.9%

Con Ed ----- FY20 – Enrollment = 7,441 and FTE = 550.82

FY19 – Enrollment = 7,611 and FTE = 469.22

State of Maryland correctional training (officers, assistants, etc.) will be administered via HCC online training through Con Ed.

Schedules: Summer 2020 and Fall 2020

The 20/FA schedule should be entered in Datatel by March 2 and the 20/SU schedule is mostly finalized. Some tweaking is still possible. The 20/FA schedule review begins Monday.

Dean of Instruction Update

Dr. Rothstein checked with each director to see if they were working on their division's gen ed criteria. Final documents should be ready for the May Board of Trustees meeting. Dr. Warner applauds everyone's effort. Keep diversity courses in mind. Some categories: world and regional geography, world religions, sexual orientation, etc. Feedback should be given to Dr. Rothstein as she is overseeing the project.

She met with Carlee Ranalli about the institutional learning outcomes. Both committees meet today. Once feedback is received they will meet and get back to everyone. Divisions are to continue SLOA as is for 20/SP. When SLOA documents are sent to Chelsea they should be ADA compliant. Directors were requested to remind faculty of the ADA requirements. Dr. Rothstein shared that Linda Cornwell will schedule video, Word and PowerPoint ADA compliance trainings.

Faculty accountability and the director's role in managing faculty were discussed.

There will be a signing ceremony (articulation agreement / Technical Studies program) with PIA next Friday.

Dean of Distance Learning Update

The online proctoring committee had a successful meeting last week, where they reviewed the online proctoring tool Proctorio. Another demo is scheduled on February 28 to review alternative software from Honorlock. That is the last product demo and they hope to have a decision made in March, after the faculty have completed their test trials. Our current contract with Respondus will end over the summer.

An OER workgroup will be working on a list of procedures for the use of OERs on campus. A proposal has been made to the Governance Council to have the Teaching and Learning shared governance committee put together a board policy for OERs, which will ultimately support these new procedures.

Due to scheduling conflicts, the upcoming D2L Open Forum has been moved to Wednesday, May 20 from 2-4 pm. There was discussion about the date of the forum conflicting with the beginning of the summer semester. For those who are unable to participate in the live forum, D2L training sessions will continue to be available both in-person and online.

The MOLLI (MarylandOnline Leadership Institute) will be held in Annapolis on June 22-25, 2020. Dean Beache should be contacted for more information on this program.

Faculty Assembly Chair Update

- Suggestions for the fall workshop and faculty dinner were discussed.
- Is it possible to add student ID number to rosters in self-service?

WCPS Meeting

Reminder of tomorrow's meeting with WCPS in STC-182 from 8:30-10:30 am. Handout of agenda was distributed.

AC Checklist

Dr. Warner shared some items from his checklist of items to be completed by the next catalog:

- Pre-req and co-req changes based on developmental redesign
- Math and English placement (which course is applicable)
- ADA compliant – syllabi are a must
- D2L transition
- Gen ed criteria
- SLOA work

Faculty Annual Review and Professional Development Plan

Tabled until next meeting.

Passport Forms

Dawn shared that individuals using the observation forms were not receiving Passport escalation notifications. Individuals can check Passport for the status of the forms.

SEOF Update

The Faculty Affairs committee meets today. Faculty response to SEOF questions will be discussed. The committee will review Montgomery's and Frederick's survey tools.

Credit Programs to Con Ed

Dr. Warner will be meeting next Tuesday with the faculty and division directors whose programs may be transitioning from credit to continuing education. The goal is to align training opportunities. The CNA continuing education class will be piloted May/June.

Positions / Emeritus Faculty Nominations

The procedures for nominating faculty for emeritus status can be found in the Faculty Guidebook. Nominations will be brought to Faculty Assembly in March and April.

Guided Pathways Presentation

Will be shown at the next meeting.

Upcoming Ceremonies in STC-182

- Full-time Faculty Reception: Thursday, April 16; 4:00-5:30 pm
- Adjunct Faculty Luncheon: Monday, April 20; 11:30 am-1:30 pm

Announcements

Next meeting will be March 12, 2020, 9-11 am in STC-182

Future Meetings

March 12, 2020
March 26, 2020

April 9, 2020
April 23, 2020

May 7, 2020
May 21, 2020