

ACADEMIC COUNCIL

March 23, 2023

Meeting Minutes

Attendees: N. Arnone, V. Beache, L. Bird, K. D’Ambrisi, K. Hammond, M. Hendrickson, L. Montgomery, D. Poole, C. Ranalli, L. Renninger, R. Rohan, D. Schoenenberger, E. Schwartz, D. Warner

Minutes taken by L. Bird

Reflection

“When you listen, it’s amazing what you can learn. When you act on what you’ve learned, it’s amazing what you can change.” – Audrey McLaughlin

Approve Minutes of March 9, 2023

Director Montgomery motioned to approve the March 9th minutes and Dr. Schwartz seconded the motion. The minutes were approved as edited.

Enrollment Update

Spring 2023 enrollment is down a little, while headcount is up 3% in FTE. WSCE enrollment continues to be up in FTE.

Dean of Instruction Update

Dr. Renninger explained that a group met to work out the details of the Five-Year Program Review Template for Hagerstown Community College. A. Preston (PIE) is proceeding with reviewing the data she can pull. The timeline was reviewed along with the evaluator program review. Dr. Renninger distributed and carefully reviewed a packet containing the most recent version of the template, timeline, program review visit by evaluator, and guidelines for choosing an external evaluator. She stressed that there is still time for flexibility as needed. When complete, the information goes to the Board of Trustees for review as required. Dr. Schwartz will inform faculty once this is finalized.

It was requested that if there were issues with the program review, a process be developed for writing up feedback and recommendations for going forward. Dr. Ranalli’s previous institution used an MOU for this process. Dr. D’Ambrisi will email her wording to Dr. Renninger that should be added to Part II. Division directors will present the information in division meetings.

Dr. Renninger will make the changes discussed at the meeting and will present a revised packet at the next Academic Council meeting. A formal action will be taken at that meeting. Dr. Warner thanked Dr. Renninger for coordinating this effort.

Dr. Renninger is attempting to get more info on the textbooks with Barnes and Noble. She will try to get a meeting together. Barnes and Noble takes over the textbooks on July 1. The ordering process is unknown. Every student will be charged \$24/credit. If no textbooks are required, students can opt out.

Dean of Distance Learning Update

Dean Beache brought up an email, that was distributed to full-time faculty on March 20th regarding a new Chrome browser extension called “Transcript.” She recommended that faculty utilize Respondus Lockdown Browser to address concerns with student cheating. Directors requested that an email be sent to faculty with more information.

D2L classes created from Fall 2021 or earlier are going to be archived starting on June 1st. Fall 2023 courses will be available on May 31st, which is approximately 90 days prior to the semester start date. Additional

updates will be made in D2L over the summer, and further details will be shared with faculty via the “Main Instructor Resources” space.

Office associates can add faculty into D2L sections, so they can collaborate and share materials. Previously these visitors would be invisible in the “Classlist,” but this was causing some confusion. We will be changing that process, so anyone enrolled in a course will now be visible.

Dean Beache gave a shout out to Director Arnone, as her division moved another class into the official Master Classroom and QM process. External QM reviews will be funded through the Title III grant. Dr. Renninger shared her own experience with QM, and commended the preparation process being followed by the Distance Learning team.

Faculty Assembly Chair Update

Dr. Schwartz stated that faculty will be having an executive meeting today and a special meeting next week. He expressed his thanks to Dr. Warner for the meeting he held on Friday, March 10.

There was much discussion regarding program coordinator duties for applicable full-time faculty. Dr. Warner stated that the duties are not uniform throughout the divisions due to nature of each program. There is much concern about the impact the Kirwan Blueprint will have on faculty.

Faculty of the year will be determined at the April Faculty Assembly meeting.

There was discussion about forming a college senate as part of Shared Governance and maybe having an open session portion.

Kirwan Update: MOU Revisions, PD Schedules, New Numbers

Fees are being reviewed/changed and will be revisited again. Dr. Willow just send a revised version of the MOU. It is ready for signature and will be shared with everyone.

Professional development schedules will be collected from each division director. Dr. Renninger will develop a spreadsheet listing the meetings. Fall workshop may be an orientation night. Dr. Warner will be planning the August workshop agenda. A speaker addressing crisis management in the classroom is a suggestion for workshop week.

Director Schoenenberger recommended that the divisions meeting at the faculty dinner first, then have dinner.

Dr. Warner reviewed the new projected Kirwan student enrollment numbers (4200 to 5566). These numbers do not include the early release students.

There was discussion about recent a ESSC meeting and returning students. The directors that volunteered in the past to help advise students have found it helpful to have an IT person available because of student ‘holds.’ Dr. Renninger will discuss this in her meeting with A. Auldridge.

Dr. Poole would like a group of the directors to meet and review the faculty observation form in the near future. Volunteers were Dr. Poole, Dr. Hendrickson, and Dr. Renninger.

Promotion and Tenure

Dr. Warner shared that everyone that applied was approved by the President and Board of Trustees.

Open House

Dr. Warner asked that appropriate personnel be available on April 1, 10 am – 12 pm, for the Open House that will be held in the Student Center.

Positions / Vacancies

- Nursing – position filled
- Health Sciences – Diagnostic Medical Sonography posted

- Division directors are to mention to their faculty that April 1 is the deadline for notifying HCC if they are departing

Other/Announcements

- Next meeting will be April 6, 9-11 am, STC-182
- Selection of 2023 Honors Convocation Awardees is upcoming
- Dr. D’Ambrisi shared they are in the process of finalizing the accreditation initial application for the MLT program; then self-study and site visit
- Twenty-four middle school career counselors are being hired by WCPS
- Director Schoenenberger explained that the FYE course is really coming along; goal is to students familiarize students with HCC and processes (extended orientation); 7.5 week course at 1 credit

Future Meetings

April 6, 2023
April 20, 2023

May 4, 2023
May 18, 2023

June 1, 2023
June 15, 2023

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