

ACADEMIC COUNCIL

March 25, 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

Approval of the Minutes

The February 25 and March 11 minutes were approved as written.

Enrollment

Credit Spring-----3/23/21: HC -10.1%, FTE -12.9%

Credit Summer ---3/23/21: HC -30.3%, FTE -30.3%

Non-Credit -----3/22/21 (FTE = 413.62), 3/16/20 (FTE = 571.29)

Enrollment is behind for summer because registration started a week later this year.

No Dean of Instruction Update

The Dean of Instruction candidate interviews were discussed.

HCC received approval from the PA Department of Education for HCC to offer ESSENCE classes at additional locations and degrees. Kudos to Chelsea Brereton!

Dr. Warner explained that Inclusive Access has expanded beyond what he projected. A deadline is needed for determining which classes will be offering Inclusive Access. The list of classes was reviewed and discussed. L. Montgomery is to confirm the list and ensure that C. Brereton and T. Crockett are informed. There was confusion regarding the process and a meeting was requested. L. Bird is to set up the meeting for later today. L. Montgomery is to have a draft of the process ready for the meeting.

Directors confirmed that student evaluations have been wrapped up for the 1st 7.5 and 15 week classes.

The FY22 Perkins Grant request is being written now. Directors were requested to submit their equipment requests over the next week or two to Dr. Warner and C. Brereton.

L. Bird is to schedule a meeting for Dr. Warner, Dr. D'Ambrisi, L. Montgomery, and K. Hammond to discuss where the equipment in ATC-105 will be moved to. The goal is to offer ceramics in ATC-105 21/FA. There is also a concern regarding the chemicals stored there.

K. Hammond will be contacting the VP of Administration and Finance to request the purchase of simulators from CARES. Dr. Warner asked that she copy him on the email request.

Dean of Distance Learning Update

Dean Beache shared a final version of "Guidelines for Online Course Management". She also asked Directors to forward any comments and/or questions they receive later on. A Distance Learning manual will be created to include these new guidelines, and other regularly distributed materials. Dr. Warner prefers enforcement of these guidelines to start sometime in the near future. A question was asked, about whether the guidelines would apply to every class in D2L or strictly to online classes. Dean Beache defined, that the guidelines were originally intended for online and/or blended learning courses only, but could be expanded. Dr. Warner recommended, that the new DOI determine the timeline for adding guidelines to face-to-face courses. Directors were asked to be flexible and reasonable with faculty, as they work through the process at the division level. Dr. Warner shared it would be fabulous to have this started by fall – even 100% in place by the end of fall semester.

Dean Beache shared, that Linda Cornwell and Mike Martin were working together to plan a faculty workshop on advising processes. A calendar invite will be sent out shortly to Directors and all full-time faculty.

Dean Beache reminded everyone that the Library has several laptop kits available. These kits are available on loan, to any students who do not have the necessary equipment at home. The application form is available on our website, and students may reach out to the library staff directly to start the process.

The IP Policy will be discussed in the Teaching and Learning committee again this afternoon. A final draft will be shared later on with Academic Council, and Faculty Assembly. Dr. Warner recommended, that Carlee Ranalli be contacted about the recommend charge process for Shared Governance.

Faculty Assembly Chair Update

Dan Ryan reported his concern about the number of students on faculty advising lists. The question of equitability was discussed. Dr. Warner explained that the decision was made to have ‘majors only’ on the faculty advising lists. More discussion may be necessary at an ESSC meeting. Faculty will be advising only and discussing financial aid is not required. Dr. Warner explained that Mike Martin has a large role – focusing on faculty training, advising athletes, and transfer advising.

Dan also expressed his appreciation of Dean Beache and the Teaching and Learning committee members for this work on the Guidelines for Online Course Management.

Assessment

There will be another meeting of the ad hoc assessment group tomorrow. The organizational process is being discussed as well as who is responsible for what.

Divisions will need to keep operating in some manner to do assessment until a process is decided.

Guided Pathways

Discussion was postponed due to time constraints.

FLAPPER

The faculty load and payroll database that Brad Shepard created is dying. A TrackIt work order has been submitted. When it no longer works, there will no longer be any electronic full-time faculty load reports or automated payroll and contracts (MOAs). This will cause a return to a manual process that is not time efficient. Hopefully it will not be necessary to reinstate the divisions creating faculty load reports.

Advising Reorganization

Discussion was postponed due to time constraints.

Professional Development per Diem

Heike Soeffker-Culicerto is reverting back to the old per diem process. If per diem is requested in advance or after a professional development trip, there will be set rates per meal and receipts will no longer have to be provided.

Honors Convocation Awardees

Honors Convocation awardee information is due to L. Bird on April 5.

Talking Points for Adjunct of the Year Luncheon

The Adjunct of the Year luncheon will be held on April 26 at noon. The talking points for each adjunct that has been nominated are due by April 12.

Positions

- Notification was received of Terri Bidle's retirement after 36 years
- Open full-time faculty positions in the Math/Science division: mathematics, biology, and physics
- There are open positions in the DEALS division
- Madeline Cepeda had her baby
- Full-time faculty that are retiring should submit their notification

Other/Announcements

- Next Academic Council meeting is April 8, 2021 at 9 am via Zoom
- Spring 2022 classes should be entered in Datatel by June 1
- Nancy Arnone extended her thanks to the division directors and faculty for their corroboration
- Dawn Schoenenberger shared that the ABE grant is out and is due by May 14
- Dr. D'Ambrisi shared that Nazahne Veach-Ross' first day as the division office associate was March 22

Future Meetings

April 8, 2021
April 22, 2021

May 6, 2021
May 20, 2021

June 3, 2021
June 17, 2021

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