

# ACADEMIC COUNCIL

March 26, 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:** R. Rohan

**Guest:** M. Cepeda

*Minutes of February 27, 2020 were approved as written.*

### **Welcome and Updates**

Dr. Warner welcomed everyone to the first Academic Council meeting held via Zoom. Everyone should be practicing social distancing.

Dr. Rothstein explained that there are a few essential workers on campus. Access will be limited to HCC. An appointment should be made with Eric Byers if you need to be on campus.

He also expressed his gratitude to Karen and Kathleen for the donation of supplies to the county.

### **Council, Staff, and Committee Meetings**

Committee meetings should continue. The Faculty Affairs committee meeting has been delayed. They are ready to send out the revised SEOF questions. Dr. Warner will continue meeting with his direct reports and staff. He encouraged division directors to do the same.

### **DER Spreadsheets**

Payroll will need to be adjusted for suspended classes. Some adjuncts are already filing for unemployment.

Students in suspended classes should be given an incomplete. Advisors are accessible. Contact Mike Martin with any questions. Two to three withdrawals are being processed per day.

### **Student Evaluations for Spring**

Evaluations are to be done for online classes, but not face-to-face classes.

### **VPN for Office Associates**

Division directors should ensure that that office associates have VPN access.

### **Promotion and Tenure**

The promotion and tenure processes should continue. Any submission format (electronic/hard copy) will be accepted.

### **Advisory Committees**

No advisory committee meetings will be held on campus. Suggestions were to either cancel or postpone the meetings. Another idea was to use Zoom.

**Pass/Fail Grading Option**

Dr. Klauber is not in favor of the pass/fail grading option.

**ESSENCE Courses (continued operations and classroom observations)**

Dr. Warner will be contacting Dr. Pugh about ESSENCE classes regarding grading and deadlines

As good effort as possible should be made to do classroom supervisor evaluations.

**Summer Schedule**

Classes (except CLN or LAB) must be moved online.

**Honors Convocation**

There was discussion about the student awards for Honors Convocation. Faculty will be given the opportunity for input. Awardees will need to be selected for memorial awards.

**Online Testing**

Training is being offered for Respondus starting next week. There will also be webinars on Respondus. Linda Cornwell and Kathy Smith-Boswell are willing to assist faculty with moving tests the D2L or Moodle. Sal is working to move the placement test online.

**Office 365 for Faculty**

Office 365 has been given to all faculty. Let Dr. Rothstein or Dr. Warner know of any issues.

**Student Nurses Volunteering to Help**

Clinical hours for student nurses that volunteer to help is being discussed.

**Non-reporting time request delayed**

Requests for 11 month faculty to report their upcoming non-reporting time can be delayed due to the move to online classes.

**Stay in contact**

Dr. Warner encouraged his direct reports to stay in contact with their staff and faculty.

**Announcements**

- Next meeting will be via Zoom on April 6 at 9 am
- Rosemary Nickerson is retiring
- April 1 is the deadline for faculty to announce their retirement
- Dawn explained that remote learning is not an online class; LSC is offering tutoring via Zoom
- Voting will occur regarding Louise Wine’s emeritus status
- Dr. Warner asked division directors to reach out to faculty and adjuncts and provide encouragement

**Future Meetings**

April 9, 2020	May 7, 2020	June 4, 2020
April 23, 2020	May 21, 2020	June 18, 2020

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