

# ACADEMIC COUNCIL

April 8, 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 Minutes

The minutes of March 25, 2021, were approved as written.

### Enrollment

Credit Spring.....4/6/21: HC -9.9%, FTE -12.1%  
Credit Summer.....4/6/21: HC 3.9%, FTE -0.8%  
Credit Fall.....4/6/21: HC -2.1%, FTE -7.1%  
Non-Credit.....4/5/21 (FTE = 456), 4/6/20 (FTE = 574)

Spring enrollment is down while summer is up and fall is having a modest start. Everyone should continue to monitor enrollment. Continuing Education enrollment is down about 120 FTE from last year.

### No Dean of Instruction Update

- An offer was made to the Dean of Instruction candidate, Dr. Laura Renninger. She has accepted and will start on May 17.
- It is difficult to hold back Inclusive Access. There are now close to 20 classes involved and monitoring will continue. A process for going forward was discussed last week. Laurie Montgomery was asked to share that information with the Council. A meeting will be held with Tammy Crockett and David Bittorf at a later date.
- The amendment for the remaining budget was submitted for the FY21 Perkins grant. Programs on List A can use Perkins funds. Chelsea Brereton has been amazing during the DOI's absence. The FY22 budget must be submitted by May 15.
- The spring 2022 schedule should be entered in Datatel by 6/1/21. The movement to a yearlong schedule has been placed on hold. The college will be utilizing Ad Astra as a scheduling tool. As things move forward, there will be changes. Some tasks have been agreed upon to make it usable. Dr. Warner reminded the group that scheduling of rooms should be enrollment driven.

### Dean of Distance Learning Update

- Dean Beache did not have anything further to add, regarding the Intellectual Policy. The policy has been presented to Dr. Klauber, who will then move it forward to the Board of Trustees for their review. Dean Beache asked directors to forward any additional feedback or simply direct faculty to her for assistance. Dr. Warner reminded everyone that shared governance policies are reviewed on a regular cycle, so changes can always be made to later versions.
- The goal is to move forward with implementing the Online Course Management Guidelines this fall, with follow-up in the spring. The Distance Learning team will not conduct preliminary course reviews, unless support is requested directly by division directors. Dr. Warner shared that this is an important initiative and to keep focus on it. He understands that some faculty are ready to go and some are not. He recommended that those that are ready to go could voluntarily move forward. He urged the directors, to

ensure consistency amongst the faculty within their areas, and to decide what works best for their division.

- Dr. Hendrickson stated that there was some confusion about assessment moving into D2L. Dean Beache explained that a pilot of 6-8 faculty is currently in place, and will continue into the fall. The pilot will continue to review the functionality of D2L's assessment tool. Improvements are still being made to the tool, so it is not ready for a college-wide launch. There is currently no set timeline for transitioning SLOA into D2L. Dean Beache asked directors to let her know if additional faculty would be available to join their pilot.

### **Faculty Assembly Chair Update**

- Dan Ryan shared that faculty emeritus nominations should be discussed at division meetings and he needs a write up for next Thursday's meeting.
- He thanked everyone on the Teaching and Learning committee – especially faculty members that helped with the Intellectual Property policy. If approved, the policy can be reviewed, revised and changed.
- There will be faculty advising training on May 12. Dr. Warner explained this is an optional training, but highly recommended. There may be training during workshop week.
- Dr. Warner reiterated that faculty are only advising majors in their area. There is technology in place to keep the lists up to date. He should be informed if the list is not accurate. Faculty will only do academic advising (not do registering of students, financial aid, etc.). Dawn Schoenenberger shared that DV division faculty can assist with general studies majors.

### **Assessment**

Dr. Warner explained that the Friday morning meetings continue and he is really pleased with the progress – clarity is coming forth. Tom Crawford shared information that could provide templates. More information will be shared with faculty very soon. Until a new process is in place, divisions are to do the best they can with what is in place.

### **Faculty Advising**

It was explained that faculty advising is another initiative that takes time to implement. Ten month faculty will not be expected to do faculty advising during their two month break. It was suggested that faculty could have an automated email response directing students to who they should contact during the faculty member's break. Dr. Warner felt it would be a good discussion for an upcoming ESSC meeting.

### **Guided Pathways**

Tabled for a meeting later this summer.

### **Objections to MLT Proposal**

There were three objections (Salisbury University, College of Southern Maryland, Allegany College of Maryland) received by MHEC about HCC's MLT proposal. A rebuttal has been written by Dr. Klauber and a letter of support was written by Meritus. The outcome will be determined by MHEC. Once the decision is made, it will be posted to the MHEC website.

### **Kronos Training and Timeline**

Dr. Warner explained that there was Kronos training and many managers were in attendance. He asked the directors to share what they know. Megan Curry was cited as a great point of contact.

### **Title III Grant**

There will be a Title III grant meeting held right after Academic Council today. Details will be shared at the appropriate time. Dawn Schoenenberger shared that Title III will put us on a timeline to accomplish things.

### **Talking Points**

The talking points for the Adjunct of the Year Luncheon are due by April 12. The luncheon will be held on April 26, but the location is currently TBD.

### **Positions**

- Several open faculty positions: Terri Bidle is retiring, Miguel Rojo Polo resigned effective the end of the spring semester; math, physics, psychology, and others in various stages
- Faculty usually make notification in April if they are leaving

### **Program Coordinator Compensation Data**

Dr. Warner explained the process will continue as is and that data is due April 15.

### **Collective Bargaining Legislation**

Dr. Klauber shared with Dr. Warner that a collective bargaining bill passed. There are four employee classifications that can enter: full-time faculty, adjunct faculty, and two non-exempt employee groups. Exempt employees are exempt from the union.

### **Other/Announcements**

- Next meeting will be April 22 at 9 am via Zoom
- Nancy Arnone shared that the National Center of Academic Excellence in Information Assurance / Cyber Defense - 2 Year (CAE2Y) designation has been submitted for review
- Reminder about HR's determination that professional development not be approved for faculty during their non-reporting time due to liability issues; Dr. Warner will be discussing this with Dr. Klauber

### **Future Meetings**

April 22, 2021  
May 6, 2021

May 20, 2021  
June 3, 2021

June 17, 2021  
July 1, 2021