

ACADEMIC COUNCIL

April 9, 2020

Meeting Minutes

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

Guest: M. Cepeda

Welcome and Updates

Dr. Warner provided some updates from Monday's Cabinet meeting. The EOC is working out the CP building. There are FEMA trailers located on campus in case they are needed.

Review the Minutes of March 26, 2020

Not available.

Enrollment

Enrollment Management Reports (EMR) of 4/7/20 reflect the following:

Spring 2020----- HC -4.5%, FTE -2.4%
Summer 2020 ---- HC -48.0%, FTE -46.0%
Fall 2020 ----- HC -66.0%, FTE -62.5%

Dr. Warner shared that the start of registration for summer and fall is later this year than last year.

Summer and Fall Schedules

- Dr. Rothstein said that the summer and fall schedules should be done. The spring schedule should be completed by June.
- The majority of the summer classes are online. There are labs and clinicals that are face-to-face. If not allowed to return for the summer classes then the spring changes that were implemented will occur for summer. The TRK classes will need to be reviewed earlier since they start May 11.
- Dr. Ohl-Gigliotti will be moving the summer payment due date from April to May 7th.
- Deregistration will not occur until midnight of May 7 and the actual enrollment will show on May 8.
- Dr. Warner explained there was some confusion about adjuncts getting paid. If classes were cancelled (no compensation) or if suspended, their compensation was suspended until class begins again. There were also adjuncts that were no longer needed because the class went to remote/simulation teaching.
- Students taking ESL classes can meet online at same time. Dr. Rothstein will assist with the Datatel logistics. The classes could be made hybrid – no room designation necessary.

Dean of Instruction Update

- The last day to withdraw from classes (except 1st 7.5 week session) has been changed to April 27. Students will not receive a refund and will receive a W grade.
- An anatomy and physiology placement test has been created for students to test out of that requirement.
- Sal is working on using Zoom for Accuplacer for placement tests only. This is not for faculty use.

- Catalog update reviews are in process. The catalog is going live May 15.
- There was discussion about no longer offering pre-pharmacy concentration.

Dean of Distance Learning Update

- ESSENCE sections have been put into D2L. Content will need to be created, but can be used for final exams. Email Vidda with questions.
- They are changing up how to use Respondus for exams and quizzes. The focus now is on final exams. Kathy Smith-Boswell and Linda Cornwell are working one-on-one with faculty for moving face-to-face exams to online exams.
- Conversations are occurring with Con Ed for expanding in distance learning. This may cause some delays in the progress of Quality Matters.
- Dr. Warner expressed his gratitude to Vidda and her team for all of their hard work. He also shared that faculty praise how helpful their staff have been. They are doing a wonderful job.
- Vidda requested that division directors let the team know if their faculty are experiencing a general sense of bewilderment with the changes.

Faculty Assembly Chair Update

- Louise Wine's emeritus status was discussed.
- Rosemary Nickerson and Paul Jozik are retiring.
- Rebecca is offering a faculty Zoom meeting on Fridays for faculty to talk to each other.

Council, Staff, and Committee Meetings

- There will be a curriculum meeting this afternoon. There will be discussion and ENG-101. The ongoing goal is to ensure obstacles are being removed and we are putting in supports for students.
- Kate Benchoff, Faculty Affairs committee, distributed to faculty the revised list of SEOF questions. Rebecca reported a poll via Zoom may be taken at next week's Faculty Assembly meeting.
- Teaching and Learning committee did not meet last month and will meet at the end of April. The goal is to have a draft of the intellectual property policy. The committee may request the policy be reviewed by an attorney.
- Outcomes Assessment committee will meet next year. The ISLO's will be sent to the Board this month.

DER Spreadsheets

Everyone is receiving copies of the reports.

Open Enrollment

Benefits open enrollment will occur as normal (either late April or May). You won't have to do anything if there are no changes.

Performance Reviews

- The yearly performance reviews are going to proceed. They will be administered remotely. Dr. Warner should be made aware of any performance issues with personnel.
- Only the dates will be revised on the yearly faculty ARPD form.

Student Evaluations for Spring

Only the online classes that started the semester will be evaluated by students. Spring semester faculty observations will be completed as can be done.

VPN for Office Associates

The directors shared that their office associates either have VPN access or are in the process of securing access.

Promotion and Tenure

Dr. Warner will be emailing the faculty that have applied for promotion and/or tenure instructions and guidance for next steps. Applicable division directors will be copied on the email. The list must be ready for the Board of Trustees meeting on May 26. Materials will be accepted by Dr. Warner in any format (hard copy, electronic, etc.).

Flexible deadlines:

- April 4, 2020 ----- peer review summary due to faculty member
- April 10, 2020 ----- portfolio due to directors
- April 30, 2020 ----- portfolio due to Dr. Rothstein and/or Dr. Warner; director's letter of support

Deadlines that are **not** flexible:

- May 19, 2020 ----- recommendations to President
- May 26, 2020 ----- recommendations to Board

Faculty should work with their division director and Eric Byers if they need materials from their office.

Directors were asked to not move requests forward if there were concerns.

Pass/Fail Grading Option

Dr. Klauber has determined that pass/fail grading is not an option at HCC. A C grade is considered a pass. If the student cannot finish they could get an incomplete.

ESSENCE Courses

WCPS faculty returned on Monday. ESSENCE faculty have the option of doing their final exam in D2L.

Honors Convocation

The Honors Convocation ceremony has been cancelled. Awardees should be determined for awards that are associated with the Office of College Advancement and sent to Dr. Ashley Whaley. Faculty Assembly will be discussing the Honors Convocation awards and ways of recognizing students.

If desired, selections can be made and entered on the form provided by L. Bird (see March 17 email sent to applicable personnel).

There were suggestions for how to proceed: list of awards/awardees sent to newspaper and/or placed on website. The process for the actual awards (certificates, plaques, etc.) is TBD.

Stay in Contact

Dr. Warner encouraged everyone to stay in contact with their staff and faculty.

Announcements

- Next meeting will be via Zoom on Thursday, April 23, 2020, 9-11 am
- Dr. Warner will need to consult with Dr. Klauber to determine how 11 month faculty will be compensated if they have to resume teaching their suspended class during non-reporting time

- Bob thanked Tyler and Carol for their curriculum committee responses
- Laurie is rearranged classes due to Paul Jozik's retirement
- When filling full time faculty position, there must be an administration review, then the position can be opened
- Nancy shared that Karen Weil-Yates is retiring; no longer any computer science/IT full time faculty in the TCS division; Zoom interview for the open computer science faculty position
- TCS division members are printing headgear bands that will hold visor/face mask for Meritus using 3D printers from home
- Human Resources has explained that interviews can be done, but individuals cannot be hired currently
- Dawn shared her division is doing good with the remote experience and she's holding weekly Zoom meetings; big shout out for Kendra and IT

Future Meetings

April 23, 2020
May 7, 2020

May 21, 2020
June 4, 2020

June 18, 2020
July 2, 2020

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