

ACADEMIC COUNCIL

April 22, 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 April 8, 2021, were approved as written.

Enrollment

Credit Spring: 4/20/21 -- HC -9.6%, FTE -11.5%
Credit Summer: 4/20/21 -- HC -3.0%, FTE -5.7%
Credit Fall: 4/20/21 -- HC -6.9%, FTE -9.5%
Non-Credit: 4/19/21 (FTE = 490), 4/20/20 (FTE = 580)

Dr. Warner shared that the Forbes Road School District would like to take online ESSENCE classes from HCC. There will be a meeting next week where this will be discussed further. Any potential headcount/FTE is important. He did not have any additional information regarding the MLT program proposal objections.

Dean of Instruction Update

There are 21 courses using Inclusive Access this fall – there were 4 this spring. Dr. Warner encouraged division directors to continue expanding use of Inclusive Access. HCC is currently only using Pearson, but McGraw-Hill would like to participate, too. Dean Beache will be editing the instructions in D2L to include a point of contact for issues. She will be informing Tammy Crockett of the change.

The goal for 21/FA is to have 30% face-to-face class offerings while it will be 50% for 22/SP if things continue to improve. The current classroom arrangements will be maintained for now. Dr. Warner asked directors to consider adding one or two more students to the classroom if space and furniture permits. A question arose about bumping the due date for when 22/SP classes should be entered in Datatel. Dr. Warner explained that Dr. Renning could work on that when she arrives.

Craig Fentress explained to Dr. Warner that Ad Astra will be replacing the ROO database.

The final program coordinator compensation points have been determined for FY22 by following the same process that was used in the past.

The FY22 Faculty ARPDP forms will be the same form, but using different dates. Dr. Warner said it would be ideal to have the completed forms submitted prior to when faculty leave in June.

Dean of Distance Learning Update

Dean Beache explained that new “LOR” shared spaces are being created on D2L for individual programs. These spaces will simply serve as repositories for syllabi and other course materials. Faculty will not be expected to do anything to set them up and can use these spaces at their own discretion. She asked for feedback from the directors, to ensure the spaces were being set up correctly.

When a class is setup in Datatel a new section is automatically generated in D2L once the option for using the LMS is selected. Division directors were asked to let Dean Beache know if any ESSENCE faculty without classes in D2L still needed access to log into the LMS.

Dean Beache explained that a pilot is currently in place to review the functionality of D2L’s built-in assessment tool. If anyone has questions or would like to volunteer, please contact Dean Beache. She further

explained that this pilot would remain a small group of full-time faculty going into fall 2021. Dr. Warner invited Dean Beache to attend an upcoming meeting of the assessment group.

Dr. Warner explained that the “Guidelines for Online Course Management” are in place. Directors were requested to work with their faculty to implement the guidelines at their convenience. He would appreciate having more consistency this fall.

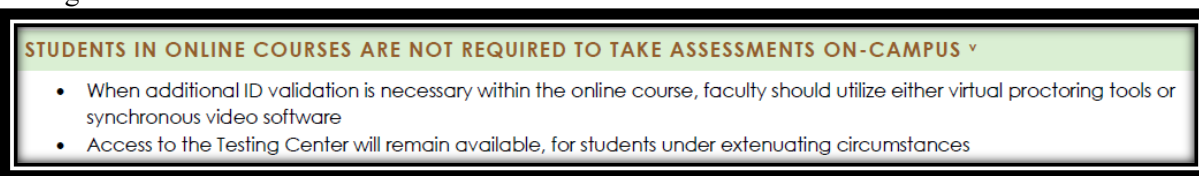
Faculty Assembly Chair Update

The Intellectual Property (IP) policy continues to be reviewed. There are some language concerns and further clarification will be needed.

Perhaps faculty training as to how shared governance relates to faculty assembly could be offered during the fall workshop or next spring’s workshop.

There are still faculty advising concerns. Mike Martin’s training should help, but maybe there could be more training this fall.

There was some question about Testing Center usage (using testing center for online classes, in person proctoring availability, etc). Dean Beache shared the info below from the Guidelines for Online Course Management document:



STUDENTS IN ONLINE COURSES ARE NOT REQUIRED TO TAKE ASSESSMENTS ON-CAMPUS ▾

- When additional ID validation is necessary within the online course, faculty should utilize either virtual proctoring tools or synchronous video software
- Access to the Testing Center will remain available, for students under extenuating circumstances

Dr. Warner clarified that none of the service areas (Cafeteria, Library, Testing Center, LSC) have been labeled as fully operational yet. He will address this at an upcoming Road to Recovery meeting. He also explained that it was never mandated that all faculty have to use Proctortrack. There are different options available.

Assessment

The group is making great strides in assessment. There will be a mandatory assessment training for faculty this fall.

There will also be a gen ed assessment meeting tomorrow. Dr. Warner thanked Nancy Arnone for the assessment templates.

Dan Ryan shared that Carlee Ranalli is doing an awesome job. She has been promoted to a dean.

Faculty Advising

There is some concern about doing student academic program reviews during faculty advising. Laurie Montgomery will be contacting Mike Martin about the automatically generated ‘review’ emails. Nancy Arnone explained that the email is not necessarily for a program review. Her suggestion was to have the student email the faculty advisor. The directors felt the review is very complicated (more than just looking at the program pathway). Additional clarification is needed. Laurie Montgomery shared that the student’s credits do not match in Self-Service vs WebAdvisor.

Kronos

Dr. Warner wanted to ensure everyone read Jennifer Childs’ recent email. The May 15 pay will be the last one using the old system. Clarification is needed as to when supervisors have to approve timesheets.

Guided Pathways

Directors were asked to review the Guided Pathways PowerPoint document.

Title III Grant

Information regarding the Title III Grant will be shared once it is complete. Dean Beache reminded everyone about the list of QM classes that were reviewed at an earlier meeting. Dr. Warner explained that if the grant is approved, a curricular program overhaul will need to be done to include the required one credit class.

Outstanding Faculty Member and Adjunct of the Year Recommendation

The luncheon will be held on Monday, April 26 in STC-182. A suggestion was made to align the selection of the full-time faculty and adjunct faculty awardees in the same year.

ATB (Ability to Benefit)

Dawn Schoenenberger shared information about Ability to Benefit and how it relates to Title IV federal financial aid funding for students that do not have high school credentials. Federal financial aid does not cover developmental courses. HCC will identify the career pathway for eligible students. She will be doing a presentation at the next ESSC meeting. Dr. Warner expressed his appreciation of Dawn's hard work.

Faculty PD Off-Contract

Dr. Klauber consulted with Human Resources and determined faculty can do professional development off-contract provided faculty are not being paid.

Positions

- Laurie Montgomery is reviewing applications for the A&P, MAT, and PHY faculty positions
- Dr. Hendrickson is reviewing the psychology faculty applications
- Dr. D'Ambrisi reported there were no dental hygiene faculty applications as of Monday
- Dr. Poole shared that the foreign languages faculty position will be posted soon
- Karen Hammond has received a few applications for the open lab coordinator position

Other/Announcements

- Dr. Warner will be checking with Jennifer Childs about student workers
- HR initiates the upward evaluation process; contact HR with questions
- Dr. Poole invited everyone to attend the Robinwood Players show ("The 25th Annual Putnam County Spelling Bee") this weekend; student art show opens last weekend of this month
- STMC Ceremony, May 11, 2021, 4:30 pm, Amphitheater, Ticket Required
- Commencement, May 15, 2021, 9:30 am, ARCC
- Nurses Pinning, May 15, 2021, 12:30 pm+, ARCC, Ticket Required
- HS Pinning, May 15, 2021, 2:30 pm+, ARCC, Ticket Required
- Next meeting will be May 6, 2021 at 9 am via Zoom

Future Meetings

May 6, 2021	June 3, 2021	July 1, 2021
May 20, 2021	June 17, 2021	July 15, 2021

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