

# ACADEMIC COUNCIL

April 23, 2020

## Meeting Minutes

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

**Guest:** M. Cepeda

### Welcome and Congratulations to Dan Ryan

Dr. Warner welcomed the incoming faculty assembly chair, Dan Ryan. He also thanked Rebecca for her incredibly courageous work during her tenure as faculty assembly chair. Rebecca will remain a council member until July 1.

### Updates

COVID 19 updates were provided for the state and county. It is projected the cases in Washington County may peak mid-May. Dr. Warner thanked Karen, Kathleen and Nancy for their divisions' willingness to assist during the pandemic: all nursing beds from the labs have been given to Meritus in case they need them; sharing of supplies (gloves, masks, smocks); and making face mask shield holders.

Commencement and the Nursing and Health Sciences Pinnings have been postponed. Consideration is being given to holding them late summer. The following events have been cancelled: Honors Convocation and the STEM Middle College Reception.

There are many issues to think through once permissions are given to reopen: health conditions of employees, classroom arrangements, etc.

### Minutes Review

The minutes of March 26 and April 9, 2020 were approved as written.

### Enrollment

Enrollment Management Reports (EMR) of 4/21/20 reflect the following:

Spring 2020----- HC -4.9%, FTE -3.2%  
Summer 2020 ---- HC -34.8%, FTE -32.3%  
Fall 2020 ----- HC -48.7%, FTE -47.2%

The start dates for summer and fall registration are different from last year.

The other community colleges in Maryland have made summer classes either online or remote teaching. HCC has followed suit. Dr. Rothstein recommended that the hybrid method designator in Datatel be used for remote teaching with a comment explaining how the class will be offered in a synchronous setting.

HYB (remote teaching) = Synchronous  
WEB (online) = Asynchronous

Dr. Warner recommended smaller group meetings be held to figure out what to do for some specific classes (TRK, NUR, DHY, CHM). There was discussion about offering students optional meeting times via Zoom with the faculty.

There are many considerations for fall and flexibility will be required. Faculty should plan for various options in how classes are offered (e.g., traditional teaching methods, all online/remote teaching, online/remote teaching for the first half and face-to-face second half, etc.). It will be possible for faculty to teach their base load of 15 credits via online/remote teaching. Directors were asked to work

individually with faculty to determine section caps. Every class should have a D2L site. Directors should ensure 20/SU classes are all online/remote teaching.

There will be latitude for prerequisites if they are not offered. Prerequisite questions should be directed to Dr. Rothstein.

### **Dean of Instruction Update**

Final exams are next week. Dr. Rothstein encourages everyone to adapt and help students. April 27 is the last day for students to withdraw.

With funding from the CARE Act, HCC will be offering graduating seniors from Washington County and neighboring out-of-state counties free tuition for two classes this summer (6-7 credits). The application period will be short (May 1-15). There will be another meeting tomorrow to finalize the details. Marketing and more specifics will follow on Monday, April 27.

### **Dean of Distance Learning Update**

Dean Beache reminded everyone that the Moodle contract ends June 30. Classes currently in Moodle must be saved and moved out of Moodle.

The switch to another online proctoring tool is still being pursued.

There was discussion about encouraging faculty to offer virtual office hours – especially this fall.

Work will begin again on the guidelines for online classrooms/blended classrooms for fall. Faculty should adhere to specific guidelines and Leia will be reviewing sites. This will bring more consistency.

### **Faculty Assembly Chair Update**

Rebecca reported that Emeritus status was voted on and approved for Chris Lewis, Rosemary Nickerson, Paul Jozik, and Trudy Gift. Louise Wine was approved for Emeritus status earlier this semester.

Kate Benchoff (Faculty Affairs committee) presented the SEOF questions to Faculty Assembly. There were a few minor edits and then the questions were approved. The SEOF questions are always open for consideration/revisited in the future.

Beginning July 1, Faculty Assembly officers will be as follows: Chair – Dan Ryan, Vice Chair – Tom Crawford, and Secretary – Ed Bass. Alternative assignments will need to be submitted for the Chair and Secretary positions as there is credit compensation for both positions.

It was approved that a webcam can be required for testing. Ensure the information is shown so students are aware. Dr. Rothstein will consult with Tammy Crockett to see if the campus store can sell webcams at a discount price.

### **Promotion and Tenure**

Seventeen faculty applied for promotion and/or tenure. One candidate has withdrawn. Dr. Warner's recommendations are due to Dr. Klauber by May 19. He has only received eight portfolios to-date.

### **Catalog Revisions**

Curriculum changes are being made in Acalog by Tyler Nedimyer. Any website changes should be submitted to the webmaster.

### **Observation Form**

There have been some ongoing issues with the observation forms. Modified forms will be published May 15.

### **Honors Convocation**

Rebecca reported that faculty do want students to be acknowledged for their Honors Convocation achievement(s). A method for recognition will need to be determined.

### **SLOA for Spring 2020**

SLOA requirements for 20/SP have been relaxed and/or made flexible. If there is a way to easily do assessments, proceed. If questionable, the assessments should not be done. A note will need to be made about the pandemic situation this semester. Minimized versions of the COGs could be submitted.

### **Open Enrollment**

The dates for the benefits open enrollment have been confirmed: May 4-22. Human Resources will distribute information soon. Employees should make sure to review the applicable website.

### **Individuals on FMLA**

Executive Director Jennifer Childs requested the following reminder be shared: Individuals on FMLA leave cannot work, even remotely.

### **ESSENCE courses**

WCPS is teaching online. Directors were encouraged to touch base with their ESSENCE adjuncts at the high schools to ensure they are not having trouble or need anything.

### **VPAF Finalist Interviews**

There are two finalists for the Vice President of Administration and Finance position. There will be cabinet and search committee interviews on April 28. More will follow.

### **Questions**

- Rebecca reminded Dr. Warner about reviewing averaging (full pay for faculty overload with low enrollment)
- Bob shared that questions about unit planning for fall may be coming
- Next meeting will be on May 7, 2020, 9:00 am-11:00 am via Zoom

### **Future Meetings**

May 7, 2020  
May 21, 2020

June 4, 2020  
June 18, 2020

July 2, 2020  
July 16, 2020

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