

ACADEMIC COUNCIL

May 6, 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 22, 2021, were approved as written.

Old Business

Dr. Warner shared that Mike Martin is looking into students requesting a review by faculty advisors. Dan Ryan suggested that faculty could address this at next week's training.

Recognition of the outstanding adjunct of the year will now align with full-time faculty of the year beginning 2022. In the past, the adjunct recognition was a year behind the full-time recognition. There will be no adjunct selected for 2021.

A timeline for hiring student workers for fall will be revisited in the near future. Human Resources is hopeful that student workers can be hired; however, it depends on the COVID-19 positivity rate.

Enrollment

Credit Summer: 5/4/21 -- HC -4.0%, FTE -2.9%
Credit Fall: 5/4/21 -- HC 8.6%, FTE 5.0%
Non-Credit: 5/3/21 (FTE = 504), 5/4/20 (FTE = 607)

Based on recent reports, fall enrollment is up. It was mentioned at a Road to Recovery meeting that HCC will not be having a COVID-19 vaccine mandate. The guidelines are still at 6 feet social distancing and masks required for fall.

Continuing education enrollment is around 100 FTE down from last year. Dawn Schoenenberger shared that there will be almost 200 students enrolled in 60 hour classes for adult education for HCC. Almost half of those students are enrolled in ESL.

Dan Ryan shared an enrollment comparison of 19/FA, 20/FA, and 21/FA.

Dean of Instruction Update

Dean Beache and Director Montgomery met with Tammy Crockett regarding Inclusive Access. They are working on what should be sent to faculty, what should be aligned, or if it will be one semester at a time. Other schools will be contacted to determine their process. Dean Beache is updating the module in D2L for classes using Inclusive Access.

There should be consistency in the 22/SP schedule comments in Datatel. They should be similar to fall with reserving the right to change if necessary. A final decision will be made once Dr. Renninger is onboard. At this point, spring may not be much different that fall except there should be 50% face-to-face classes and possibly 3 foot social distancing.

Dr. Warner recommended no more than three online classes for full-time faculty for spring 2022. Directors were requested to encourage faculty to do what they normally do. It will be understood if some have health conditions. They were asked to be as flexible as they can. Dan Ryan questioned Dr. Warner as to where hybrid classes fit into the 50% request. It was explained that those classes would count as face-to-face.

Dr. Warner explained that there have been a number of Academic Integrity Incident Reports submitted where faculty have not met with the student prior to submission of the report. That does not align with the process outlined in the student handbook. The instructor and student are to have a meeting. If they cannot come to terms, then the report is filed and an investigation will be done. If the student is contacted and there is no response, that documentation should be included with the report. Faculty should have a discussion – electronic or in person.

There will be a meeting with WCPS to discuss the FY22 Articulation Agreements on May 21 at 9 am in the Student Center. The FY21 agreements will also be reviewed.

The Daily Enrollment Report will soon be pulled using Informer. The format of the report will be similar, but not the same as what is currently being shared.

Dean of Distance Learning Update

Dean Beache shared and explained a schedule for faculty workshops that will be held in two weeks. If acceptable, she will move forward with an email to faculty. The workshops are voluntary unless there is a faculty improvement plan in place.

Faculty should be able to see 21/SP Eval Kit results in D2L by May 20. They should contact Alison in the PIE office if they do not, since PIE handles the dissemination of the reports.

Dr. Klauber has confirmed legal counsel for review of the IP policy.

Faculty Assembly Chair Update

Dan Ryan shared that faculty are in the last hour of getting 21/SP grades entered. He asked directors to encourage faculty to attend the upcoming trainings. It was also suggested the trainings could be added to the faculty member's ARPD forms.

Dr. Warner explained that June 25 (started August 26) is the FY21 end date for 10 month faculty.

End of the Year Faculty Deliverables

- Mapping program outcomes to new ISLOs
- ARPDs
- Spring 22 schedule
- SLOA

Dr. Warner asked directors to work with faculty on the above-mentioned yearend deliverables.

Dawn Schoenenberger gave a 'shout out' to her division for their SLOA work.

Dr. Warner explained some of the expectations for course assessment. It would be every course every semester, but he is not expecting 100% - perhaps get to 80%. The result should be emailed to Chelsea Brereton. His recommendation was to do the best you can with what you have.

The assessment timeline for faculty will be greatly reduced in the future. There may be an update at a future meeting. Directors should submit an annual SLOA summary for their division. There is an annual gen ed SLOA summary expectation. Suggestions were to provide some highlights and lowlights. A lot of documentation is not necessary. Phrase lowlights in way that is positive.

Assessment

More information will be coming. There are some faculty attending the meetings. The group is still developing things.

Kronos

Please ensure you submit your April 18 to May 4 timesheet.

Title III Grant

Dr. Warner explained that there were no additional updates. The RFP is not out yet and the group is meeting today. More to follow.

Guided Pathways

Directors were asked to keep reviewing the slides.

Positions

- Director Montgomery shared her division is reviewing PHY faculty applications. The A&P position information should go to HR by Monday. A recommendation has been made for the MAT faculty position.
- Dr. Hendrickson explained they have three PSY candidates scheduled to interview.
- The MLT position is on hold until MHEC makes a decision. A meeting is scheduled for next week.
- Dr. D'Ambrisi said there have been no applications received for the DHY faculty position.
- Dr. Poole will be meeting with Rosie Oberholzer to review the Foreign Languages faculty position.
- The lab coordinator position for Nursing and Health Sciences remains open.

Other/Announcements

- Dr. Warner cancelled the May 20 meeting due to a conflict.
- Director Schoenenberger reported that ATB is moving along and the TCS programs were approved. DOL is having an ATB conference and will highlight HCC.
- Dr. D'Ambrisi shared that DHY had their clinical boards.
- FY21 Perkins amendment has been approved per Dr. Warner.
- Reminders
 - STMC Ceremony: May 11, 2021 at 4:30 pm in the Amphitheater, Ticket Required
 - Commencement: May 15, 2021 at 9:30 am in the ARCC
 - Nurses Pinning/Graduation: May 15, 2021 at 12:30 pm in the ARCC, Ticket Required
 - HS Pinning/Graduation: May 15, 2021 at 3:00 pm in the ARCC, Ticket Required

Future Meetings

June 3, 2021
June 17, 2021

July 1, 2021
July 15, 2021

July 29, 2021
August 12, 2021