

# **ACADEMIC COUNCIL**

May 7, 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**

Dr. Warner explained that a decision has not been made regarding reopening campus. There are many considerations and we are waiting for the governor's direction.

### **Review Minutes**

The minutes of April 23<sup>rd</sup> were approved as written.

### **Washington County Update**

Dr. Warner shared some COVID-19 specifics from Monday, May 4: 231 cases, 5 deaths, 13 hospitalized at Meritus (4 in ICU, 2 on ventilators), 44 cases handled at Meritus - 26 released, and numbers are slowing. The totals are staying below what was anticipated.

### **Cabinet Update**

- There have been 117 high school students that have applied for the 2020 graduation gift of two summer classes. The last day to apply is May 15. Only 8 students have completed the application process.
- Information about the STEM homeschool classes has been released. As of Monday, 1 student has registered for biology.
- College for Kids will not be meeting on campus this summer.
- The HCC Campus Store is operating a drive-thru pilot for 20/SU students.

### **Proposed for Graduation Date**

December 12, 2020 has been proposed as the graduation date for spring, summer and fall graduates. The fall nursing pinning would be held in January.

### **Email Server Changing**

Dr. Warner noted his appreciation of Craig Fentress for waiting to change the email server: Academic Affairs on 5/5/20 and for faculty beginning 5/11/20. Chris McAfee sent an email explaining the change.

### **Enrollment**

Enrollment Management Reports (EMR) of 5/5/20 reflect the following:

Summer 2020 ---- HC -29.2%, FTE -27.9%; showing improvement  
Fall 2020 ----- HC -50.8%, FTE -50.1%; worsened

Division directors were asked to monitor section caps and enrollment.

## **Summer and Fall Schedules**

Nothing new to report. Everything looks good.

## **Dean of Instruction Update**

Dr. Rothstein explained that the course fees have been changed to the fall rate at the course level in Datatel. If a new section is created for summer, the course fees will need to be corrected. Various course lab fees that have been deemed appropriate, will be refunded for summer (e.g., computer lab fees).

The catalog must be finished by May 15. The Curriculum Committee will not be meeting again until September. If the appropriate Curriculum Committee documents are submitted, exceptions can be made to the catalog.

Some pathways documents are being sent back with suggestions that will make the documents consistent.

The faculty advising spreadsheet is not updating due to issues with Brad's database. Work is being done to create rules in Datatel that will help. Chelsea, Tyler, and folks from registration will learn how to write the rules. The goal is to have everything written by fall.

Directors were informed that Norman Brown would like to know of orders for summer classes (anything that faculty sends to DPDS to print for sale in the Campus Store).

## **Dean of Distance Learning Update**

The Teaching and Learning Committee developed a draft of the Intellectual Property Policy. Dean Beache requested the directors discuss the draft at their upcoming division meetings. If anyone feels something is missing or there is any feedback, it should be given to Dean Beache or any committee representative within two weeks. There was much discussion about the policy. No Board of Trustees policy currently exists.

Dean Beache reminded everyone that Moodle ends June 30 and asked directors to emphasize that with faculty. Brenda Huffman will be sending out information to the faculty. Vidda sent out an email earlier this week about meetings with the distance learning team meeting with the various divisions to discuss the final phase of transitioning from Moodle to D2L. No one can access Moodle after June 30. Directors can share any requests for assistance with Vidda. There is training to help with the transition to D2L. A survey will be sent to faculty to collect data regarding the transition and results will be shared. The survey will be anonymous.

Dr. Warner reminded everyone that the college paid for one additional year of Moodle to help with the transition to D2L.

## **Faculty Assembly Chair Update**

Questions are still being received about overload and averaging.

There was discussion about FY21 faculty promotion and/or tenure. The list of faculty will be presented for approval at the Board of Trustees meeting on May 25.

It was requested that consideration be given to allowing specific faculty on campus to get into their labs. Dr. Warner will research the request, but stressed there is a strong feeling not to allow employees on campus.

## **Promotion and Tenure**

There were 17 faculty that applied for promotion and/or tenure. Two faculty have withdrawn. Dr. Warner has reviewed 10 of the requests to date. He will share his decisions with Dr. Rothstein and then with Dr. Klauber on May 19.

**Catalog Revisions and Website Changes**

Beth Kirkpatrick asked everyone to review the catalog and website changes.

**Honors Convocation**

The student awardees will be honored.

**Health Insurance Open Enrollment**

Reminder that the health insurance open enrollment ends May 22.

**Student Workers**

The wages for 20/SP student workers ended May 5.

**VPAF Selected**

Heike Soeffker-Culicerto starts her position as Vice President of Administration and Finance in mid-July.

**Tutorial Pay Changes**

Salaries for tutorial classes will now be paid on the same pay dates as the session in which the class is held – not at the end of the session.

**Questions**

- Consideration is being given to holding the pinning for nursing 20/SP graduates late summer. Karen will be consulting with faculty and will inform Dr. Warner.
- Nancy asked if it was acceptable to spend budget funds. As of last week, only purchases for emergency operations were to be made.
- Next meeting will be held via Zoom on Thursday, May 21, 2020, 9:00-11:00am.

**Future Meetings**

May 21, 2020  
June 4, 2020

June 18, 2020  
July 2, 2020

July 16, 2020  
July 30, 2020

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