

ACADEMIC COUNCIL

May 21, 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 expressed his condolences to Karen Hammond. Her father passed away over the weekend. Services will be held at Rest Haven on Friday.

Review of Minutes

The minutes of May 7th were approved as written.

Academic Affairs Goals for Next Year

Dr. Klauber requested goals from the executive officers. Dean Beach, Dr. Rothstein, Dr. Ohl-Gigliotti, and Dr. Warner developed goals. Dr. Warner shared the list with Dr. Klauber and may be sending them to Academic Council later today.

Budget Update

Discussions are underway for trying to close the budget gap for next year. More to follow.

Plan for Returning to Campus Fall 2020

Dr. Rothstein submitted a draft plan for returning to campus this fall. The plan included information about class sizes, reducing capacity, synchronous learning, etc. There are many underlying concerns and the college will be following Governor Hogan guidelines. Hopefully the document will be shared in early June.

A suggestion was made to have Dr. Klauber meet with Faculty Assembly to discuss what will occur. Adjuncts should also be invited to any meetings along with Jennifer Childs and Eric Byers. Rebecca suggested two separate meetings.

A soft return will begin on June 1 with certain departments returning. There are still programs that need to finish/resume their spring classes. Some health care providers are letting students return. Dr. Rothstein recommended that faculty could contact Eric Byers if they need to get into their offices.

Consideration will be given to having faculty return in order for them to go their office to retrieve what they need for fall. It was suggested that a rotation schedule could be created. Dr. Warner will look into what can be done.

Campus Store: Drive-Thru Book Pickup

The drive-thru book pickup for students started this week. The students order the books online and then pick them up in front of the Student Center.

Enrollment

Enrollment Management Reports (EMR) of 5/19/20 reflect the following:

Summer 2020 ---- HC -15.9%, FTE -15.5% (5/5/20 report: HC -29.2%, FTE -27.9%)

Fall 2020 ----- HC -48.1%, FTE -47.9% (5/5/20 report: HC -50.8%, FTE -50.1%)

There have been many students that signed up for the two free classes. Rebecca mentioned that the Take2! Committee is also working on an initiative.

Summer and Fall Schedules

It was recommended the division directors work on their fall schedules in a manner that they believe is the reality. Dr. Warner shared that there is no longer a restriction that full-time faculty can teach only teach 3 classes online per semester. Rebecca suggested remembering the asynchronous or synchronous idea.

Directors should plan for what has to be face-to-face. Think about how that would be possible. Run the ideas by Dr. Rothstein and Dr. Warner who will run them by Dr. Klauber (hopes there will be some face-to-face classes). Dr. Warner thought that 45 minutes of the next meeting could be spent discussing what the plan would look like.

Dean of Instruction Update

Dr. Rothstein mentioned there was a need for volunteers to use Self-Service as opposed to WebAdvisor.

She also shared that the Testing Center is working great remotely. One of the Testing Center employees has resigned and the hours may change.

Chelsea Brereton is returning on June 2.

Dr. Rothstein expressed the need to be kept in the loop on any resumed classes. Louise Bird will also need to be informed for payroll purposes.

Bob asked if there will be any course fee changes similar to what was done for spring. Dr. Rothstein stated that students should register as normal. Any decisions regarding course fee changes/refunds will be made later.

Dean of Distance Learning Update

Comments from the divisions regarding the Intellectual Property Policy that haven't already shared should be sent to Dean Beache or a committee representative.

The contract for the Respondus suite of proctoring tools ends on July 31st. The committee reviewing the new proctoring software is meeting again to narrow down their choices. There will possibly be some crossover for Summer faculty, who may work in both Respondus and the new tool.

Dean Beache shared that the Moodle to D2L transition meetings with faculty went well. Anyone still having concerns about training or the transition should email Dean Beache or Brenda Huffman.

Faculty Assembly Chair Update

Rebecca asked that the adjuncts be included on any reopening plan updates. She inquired if there will be any changes to the code of student conduct to address what will happen if students refuse to wear masks.

It was shared that an official campus-wide plan will be made to address this and other concerns. The plan will be clear and follow the code of conduct policy.

Is it possible for the Testing Center and LSC operating hours to match?

Promotion and Tenure

The promotion/tenure and emeritus requests were presented to Dr. Klauber. The requests will go before the Board of Trustees for final approval on Tuesday. Faculty will be informed on Tuesday of the Board’s decision.

SLOA

Divisions are asked to do what they can, the best that they can regarding SLOA. Dr. Warner feels that Middle States will be forgiving, but some documentation is needed.

Revisions and Changes

Catalog revisions and website changes are underway.

Honors Convocation Certificate

An example of the Honors Convocation certificate was distributed. This certificate will be mailed to each student that would have received an invitation to the Honors Convocation event.

Open Enrollment: May 4–May 22

Dr. Warner reminded everyone that the open enrollment for health benefits ends tomorrow at midnight.

Questions/Announcements

- Dr. Warner will discuss with HR the possibility of faculty using professional development during their non-reporting time. Last year it was not possible.
- Dr. Rothstein stated there were still Perkins funds that needed to be used. It will need to be determined what can be purchased within the college’s deadlines.
- Rebecca asked if consideration would be given to full-time faculty to teaching alternative semesters. Dr. Warner said he would be willing to entertain the idea.
- The next meeting will be Thursday, June 4 from 9:00–11:00am via Zoom.

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