

ACADEMIC COUNCIL

June 1, 2023

Meeting Minutes

Attendees: N. Arnone, V. Beache, L. Bird, K. D'Ambrisi, K. Hammond, M. Hendrickson, L. Montgomery, D. Poole, C. Ranalli, L. Renninger, R. Rohan, D. Schoenenberger, E. Schwartz, D. Warner

Minutes taken by L. Bird

Reflection

“Tonight, before you go to sleep, think of something that makes you smile. There is always something, no matter how bad your day may have been. You will sleep better, you will feel better once you wake and you will face a new day with a positive mind. Take charge of your happiness.” – Anonymous

Approval of Minutes

Director Montgomery motioned to approve the May 4th minutes and Director Hammond seconded the motion. The minutes were approved as written.

Enrollment Update

Dr. Warner is astounded with the fall 2023 FTE being up by almost 20%. He is not sure if it is skewed a bit because of Early College Access (ECA) enrollment as other numbers are higher, too. Directors were encouraged to bring forward any ideas they have about growing enrollment.

Dean of Instruction Update

No discussion

Dean of Distance Learning Update

Dean Beache reminded everyone, about next week's Distance Learning workshops (June 5-9, 2023). A PD request form should be completed for the QM workshops, as their department must account for the enrollment with any grant-funded workshop.

Once ECAP dual enrollment adjuncts have completed the HCC's hiring process, HR will be periodically providing updates to Brenda Huffman, who will be adding the adjuncts into D2L training. If directors have questions or concerns about who can access the D2L training, they should contact Dean Beache or Brenda directly.

Dean Beache is aware of issues with summer 2023 course enrollment that are currently impacted by the Colleague/D2L integration. The DistLearn team is working with IT to find a resolution and addressing issues case-by-case in the interim. Instructors are encouraged to check their Self-Service rosters, then report any discrepancies in their D2L classlist to the Distlearn team.

Dean of Planning and Institutional Effectiveness Update

Dr. Ranalli shared that her team is working on grade distributions and finalizing the spring 2023 student evaluation reviews.

Directors were asked to inform Dr. Ranalli if they need copies of student evaluations for their faculty that also teach in other divisions.

Faculty Assembly Chair Update

Dr. Schwartz explained that faculty are working on post-class things (ARPD forms, SLOA, etc.). He is striving to solidify faculty memberships for Shared Governance committees.

He also mentioned he will be working with Director Schoenenberger on the formation of a Kirwan group.

Kirwan Update

It was shared that there is the potential for WCPS expectations to vary based on the coordinator.

Dr. Warner explained that Washington County is leading the Kirwan initiative in Maryland. He has granted Dr. Willow of WCPS permission to share the HCC/WCPS MOU and verification email with his peers, but not the adjunct credentialing document.

Director Schoenenberger mentioned that she will be working with Dr. Schwartz to form a Kirwan group made up of faculty and division directors. The thought is to keep the group to 7-8 members. Topics would include what is working, best practices, what is not working, etc. There are times when WCPS may need to be included.

Director Arnone shared an issue where the WCPS IT department is not allowing software needed for dual enrollment classes to be put on their computers. Dr. Warner directed her to develop a list and send it to James Aleshire at WCPS.

Dr. Warner explained that ECAP adjuncts can exceed the 12 credit ACA guideline load limit. Human Resources will offer insurance to applicable adjuncts.

There was discussion about the observation form not working well (form does not meet all needs). One suggestion was to have a specific form for ECAP observations. Dr. Warner thought this may be a good topic for the group Director Schoenenberger is getting together.

Dr. Ranalli asked that she be informed of any special student evaluation cases.

Positions / Vacancies

- Interview today for foreign languages faculty
- Cybersecurity faculty vacancy has been posted; three applicants
- No applicants for diagnostic medical sonography faculty position; flyer advertising position will be created for distribution to applicable institutions
- Sharon Akuokoh leaves tomorrow; interviews will be held today

Other/Announcements

Next meeting will be June 15, 2023 from 9-11 am in STC-182

Future Meetings

June 15, 2023	July 13, 2023	August 10, 2023
June 29, 2023	July 27, 2023	August 24, 2023