

ACADEMIC COUNCIL

June 4, 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

Guests: M. Cepeda, T. Crawford

Welcome

Dr. Warner expressed his appreciation for the thoughtful cards and gifts.

Minutes

After much discussion, the minutes of May 21 were approved as amended.

Enrollment

5/5/20	Summer HC -29.2%, FTE -27.9%	Fall HC -50.8%, FTE -50.1%
5/19/20	Summer HC -15.9%, FTE -15.5%	Fall HC -48.1%, FTE -47.9%
6/2/20	Summer HC -5.3%, FTE -5.3%	Fall HC -45.9%, FTE -45.7%

A realistic budget based on a 20%-25% fall enrollment decline has been developed. There will be reduced funding for professional development requests. David Bittorf was able to close the current budget deficit gap. Stay tuned.

Spring Credit and Non-Credit Classes and Activities Resuming this Month

The summer course offerings will be online/remote teaching. Dr. Warner shared that some of the spring suspended credit and non-credit classes are restarting using appropriate guidelines.

COGs

Dawn Schoenenberger asked if COGs are required. Dr. Warner explained the divisions should do the best they can. It was suggested to at least submit the paperwork – even if there is no data.

Fall Schedule Changes by June 15

Dr. Warner reminded the directors to return their 20/FA DER spreadsheet (modified by Rebecca) that will track which format their fall classes will use by June 15. He also expressed his appreciation of the efforts that Rebecca and Dr. Rothstein put forth. Dr. Warner and Dr. Rothstein will assess the completed spreadsheets and then get back to the directors. There was discussion regarding Dr. Klauber's recommendation about offering some face-to-face classes for 20/FA.

Plan for Returning to Campus in the Fall

Dr. Warner explained that medical documentation will be needed if the employee is not returning when called back to campus.

Dr. Rothstein fielded questions about returning to campus this fall. Advisors are asking for clarification as to how the fall schedule will look. It is important to do this now so that is it not last minute like spring.

She cautioned making changes to classes where students are already enrolled as it may not work with the students' schedules. Consider alternatives like the instructor moving between two classrooms. Any LT questions (broadcasting same lesson in two classrooms) should be directed to Peggy Hutson.

Ensure students are informed what is happening with fall classes. There are discussions about how to best accommodate, and be considerate of, students' needs.

Dean of Instruction Update

Dr. Rothstein reported that she is working on the schedule and the FY20 and FY21 Perkins Grants.

Dean of Distance Learning Update

Dr. Warner explained that the US Navy will be starting their own community college. An RFP was sent to the community colleges asking them to join. Dean Beache recommended and will propose the Business Administration and Cybersecurity degrees.

Dean Beache said the two software options being considered to replace Respondus are Proctorio and Proctortrack.

There will be D2L / S3 (Student Success System) training at the end of July or beginning of August. A comparison from course to course to see how students are doing. ENG-101 will be compared summer-fall to ensure students receive objectives.

Dean Beache reported about 50 faculty responded to the "Moodle to D2L Transition" survey. Almost half of the responders were adjuncts. A summary of the feedback will be posted online in the D2L Instructor Resources classroom. If any division would like to view additional comments, then that data can be shared with their respective director by request.

Faculty Assembly Chair Update

Rebecca requested clarification regarding how office hours will be held. Dr. Warner will be meeting with Dr. Klauber this afternoon and obtain clarification and let everyone know.

Dan shared that he felt faculty should be given flexibility when doing office hours. Is there a way to align the office hours the way the course is offered? Another concern was whether or not the faculty have to meet students in the faculty member's confined office spaces. He also expressed interest in how students will be encouraged to comply with social distancing. Will there be something in the student handbook?

Dawn mentioned that faculty could do their office hours in the LSC. Willing faculty could contact Dawn or Kendra Perry. It would not necessarily have to be face-to-face. Another alternative could be via Zoom. Dr. Warner will be seeking clarification about student workers.

Rebecca mentioned that when everyone returns, larger spaces will need to be considered for large divisions and larger group meetings.

Dr. Rothstein said there was going to be information in the updated student handbook. It will have COVID-19 information and updates to the code of student conduct. The college will follow the recommendations of the Maryland governor. She explained that discussions are ongoing.

Rebecca asked if a statement could be drafted regarding social distancing for the course syllabus.

Dan suggested that peer colleges be contacted to see what they are doing. Dr. Warner asked everyone to be patient, but to share their concerns.

Promotion and Tenure

All 15 faculty were approved for promotion and/or tenure at the Board of Trustees meeting in May. The request for the 5 emeritus faculty was also approved. Dr. Warner felt the peer review process worked well. He will be sending out a timeline for the upcoming fall submissions.

Rebecca enjoyed going into the various classrooms when doing observations. The recent review is not what she envisioned in the FLPTC meetings. She felt it was a good experience for the reviewers.

Dr. Warner said there needs to be more consistency. Some of the processes will need to be cleaned up moving forward. Some of the issues were the remote working conditions.

Dan will obtain faculty's input at the first Faculty Assembly meeting in the fall.

Catalog Revisions and Website Launch

The new website launched yesterday. Dawn gave a shout out to Beth Kirkpatrick's area and wanted them to know she really appreciates the work they have done.

Dr. Rothstein reported that her team should be finished with the catalog today. The catalog goes live on Monday.

Faculty Conference Attendance during Non-Reporting Time

Dr. Warner will approve virtual faculty conferences that are held during their non-reporting time.

Faculty going to Campus, More Staff Returning

Dr. Warner explained that things are beginning to open up. He will find out more at this afternoon's meeting. We are running about a week and a half behind what the governor is doing.

Faculty should contact Eric Byers if they would like to go to their offices.

Datatel Upgrade Soon

Craig Fentress said in cabinet that a Datatel upgrade will be implemented soon. There was no information shared about the timeline.

Chelsea Returned Tuesday

Everyone is happy to have Chelsea return. Dr. Warner said she is a good friend and worker.

Performance Reviews

Performance reviews are still due in July. The faculty ARPD should be submitted no later than the end of fall workshop week. Dr. Warner said he would be happy to accept any that were submitted earlier as it is easier to review them in increments.

Finance Office Support for Other Offices

There was discussion regarding various concerns that directors are having with the Finance Office. Dr. Warner agreed to discuss the concerns with the new VPAF.

IT, Strengthening Communication

Directors were wondering if they could be informed of any internal phishing scams. This would help them to better respond to employees' questions about whether training was real or not because notification was received they should do the training or their account will be closed.

Dr. Warner explained that Christopher Stone was hired because of high risks being found in an audit. He also reminded the council that you never give your personal information to anyone.

A suggestion was to invite Craig Fentress and/or Dr. Klauber to an Academic Council meeting.

Questions

- Dr. Rothstein shared that summer classes should have online finals. Extenuating circumstances should be brought to Dr. Rothstein's attention.
- Bob Rohan suggested the ARCC for large sized classes this fall.
- Next meeting will be Thursday, June 18 at 9 am via Zoom

Future Meetings

June 18, 2020
July 2, 2020

July 16, 2020
July 30, 2020

August 13, 2020
August 27, 2020

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