

ACADEMIC COUNCIL

June 17, 2021

Meeting Minutes

Attendees: N. Arnone, V. Beache, L. Bird, K. D'Ambrisi, K. Hammond, M. Hendrickson, L. Montgomery, D. Poole, L. Renninger, D. Schoenenberger, D. Warner

Excused: R. Rohan, D. Ryan

Minutes submitted by L. Bird

Approval of Minutes

The minutes of May 6 and June 3, 2021 were approved as written.

Old Business

None

Enrollment

Credit Summer: 6/14/21 -- HC -8.3%, FTE -7.5%
Credit Fall: 6/14/21 -- HC 13.4%, FTE 13.5%
Non-Credit: 6/14/21 (FTE = 552), 6/15/20 (FTE = 652) **FY21**
6/14/21 (FTE = 39), 6/15/20 (FTE = 4) **FY22**

Summer enrollment remains similar to the last report. Fall enrollment continues to grow. The FY21 non-credit enrollment is also down due to the pandemic issues.

Concern about late ESSENCE student registration was brought up (register one week prior to the end of the semester). Dr. Warner recommended that the topic be discussed at the next ESSC meeting.

Fall registration started in April. The totals have not changed much. Dr. Warner reminded the directors to 'do what you can, when you can.' Consider raising section caps to pre-COVID caps for face-to-face classes and try adding more face-to-face classes.

Faculty cannot mandate students to wear masks. The college is in the process of reopening classrooms that were not used due to COVID parameters. Dr. Warner suggested that the directors contact Eric Byers or Vincent Ippolito if they need a room for fall. He also mentioned that a COVID statement is not necessary in the syllabus documents for fall. Directors are to ensure adjuncts are aware of any changes.

Hopefully 22/SP will be as close to normal as possible. Dr. Renninger will be reviewing pre-COVID comments to strive for more consistency.

There was discussion about 'hybrid labs' and what constitutes a class as being hybrid vs lecture. More to follow. Dean Beache has individuals working on this topic.

Dr. Warner explained that the DOI is responsible for monitoring the development/growth of the schedule. She will ensure there are enough options.

Dean of Instruction Update

Dr. Renninger shared her screen to explain the review of evaluations using EvalKit. She will be sharing the document with directors. Allison Preston was hired specifically to deal with evaluations and is very quick at honoring any requests and providing reports. Instructors and directors have received the 21/SP results. Results for the ESSENCE classes have not been shared as yet. The goal is to split comments out by web based, hybrid, etc. One of the common student comments was that they would like a more personal touch and feedback by their instructors for online classes.

Dr. Warner suggested that going forward perhaps tie student evaluations and observations to ARPDP forms. He also mentioned the Guidelines for Online Course Management document. A suggestion was to identify strong faculty that may be willing to do a Fletcher Center presentation.

Dr. Renninger is working on the SLOA Guide. She has shared edits with Dr. Warner. A recommendation is to explore the use of SharePoint instead of the current process of using the SLOA email to Chelsea Brereton. The documents could be uploaded by the directors to SharePoint. Continue using the email process until further notice.

Tyler Nedimyer may be reaching out to division office associates to find out if a room is available (pre-COVID arrangement).

Dean of Distance Learning Update

Any comments about Testing Center faculty guidelines should be sent to Dean Beache by next Monday. The updated procedures will be shared on the Testing Center webpage, before the faculty return. Salven DeMartino and Dean Beache will also be reviewing the student guidelines and registration form.

Everyone was reminded that implementation of “Guidelines for Online Course Management” begins this fall. Dean Beache will send an email reminding faculty and have a follow-up discussion during fall workshop week.

Dean Beache reminded everyone that the Master Classrooms development directly connects to the QM initiative. Presentations on the internal QM process were delivered during the Spring Distance Learning week and also posted in the Instructor Resources space on D2L. Directors can refer faculty to the slides and recording if they have any questions or they can be directed to Dean Beache.

If the Title III grant is approved by fall, it will accelerate the QM certification timeline. There are very strict guidelines placed on which classes can carry the QM certification logo. An institutional decision still has to be made regarding online courses which are not copied directly from QM certified Master Classrooms in the future.

Lively discussion ensued after Dean Beache shared a memo from MHEC regarding new definitions for hybrid and online courses. Dean Beache will be following up with the PIE staff for clarification on the wording used by MHEC. Academic Affairs will also be collaborating with the PIE department to clarify the internal processes for scheduling and reporting.

Faculty Assembly Chair Update

None

Faculty Deliverables

- ISLO mapping
- SLOA
- ARPDPs (new faculty, too)
- Spring 22 schedule

Dr. Warner asked directors to provide him with an update as to where they are regarding faculty deliverables.

Performance Reviews

There is some confusions as to how performance reviews will be completed for FY21. More to follow.

Positions

- Dr. Hendrickson said that Dr. Robin Witmer-Kline accepted the open psychology faculty position
- Dr. Poole shared that Madeline Cepeda is not returning

- Dr. D'Ambrisi explained that Nazahne resigned on Monday; nothing new to report on the MLT faculty position as MHEC has not made a decision; education parameters have been changed to the DH faculty position description – masters required for accreditation

Other/Announcements

Next meeting will be held on July 1, 2021 at 9 am via Zoom

Future Meetings

July 1, 2021
July 15, 2021

July 29, 2021
August 12, 2021

August 26, 2021
September 9, 2021