

# ACADEMIC COUNCIL

June 18, 2020

## Meeting Minutes

**Attendees:** N. Arnone, V. Beache, L. Bird, K. D’Ambrisi, M. Hendrickson, L. Montgomery, R. Rohan, C. Rothstein, D. Ryan, D. Schoenenberger, D. Warner, R. Westmeyer

**Guest:** M. Cepeda

**Excused:** K. Hammond

### Minutes

The minutes of June 4<sup>th</sup> were approved as written.

### Enrollment

Date	Summer	Fall
5/5/20	HC -29.2%, FTE -27.9%	HC -50.8%, FTE -50.1%
5/19/20	HC -15.9%, FTE -15.5%	HC -48.1%, FTE -47.9%
6/2/20	HC -5.3%, FTE -5.3%	HC -45.9%, FTE -45.7%
6/16/20	HC -4.1%, FTE -4.6%	HC -43.9%, FTE -43.5%

Dr. Ohl-Gigliotti shared with Dr. Warner that other Maryland colleges are experiencing enrollment declines of 40-50%.

Dr. Rothstein explained the goal is to plan as best we can when moving forward. It is challenging to plan for the fall semester when we are 2.5 months out. Changes will be made as necessary. The college will follow what the Maryland governor decrees regarding masks.

President Klauber is willing to make accommodations for the fall semester, but not the spring semester. Social distancing, room seating capacity, and financial implications due to enrollment decline are concerns.

Dan Ryan shared that FCC has face coverings as a requirement for all buildings during all three of FCC’s reopening stages. Dr. Warner explained that Frederick County has had more COVID-19 cases than Washington County.

Dr. Warner shared that Rebecca made it clear in the Cabinet meeting that faculty will have more to say. It will be a difficult road ahead. We need to do the best job we can keeping faculty, staff, and students safe along with being mindful of financial sustainability. Everyone should try to work together to navigate this difficult time. He encouraged everyone to continue to ask questions.

### Resuming

Additional staff have returned to campus; however, some upcoming furloughs will be occurring. There is an upcoming planning group meeting and more will be known then.

### Fall Schedule Changes by June 15

Dr. Warner thanked both Dr. Rothstein and Dean Beache for their work on this project. He recognized Dean Beache for pulling everything together, but more work remains to be completed as there are still some gaps in the data. The data will be used for internal planning (technology and facilities); showing students, faculty, and advisors what the fall will look like; and providing Dr. Klauber with a summary as to what fall will look like. Dr. Warner also expressed his appreciation of the division directors for their work.

Dr. Rothstein explained that some divisions may be getting things back for clarification (e.g., what is social distancing plan). She acknowledged Nancy Arnone for the good work she did presenting the TCS division information. Dr. Rothstein said if the enrollment is known to be small, then social distancing is not an issue.

### **Academic Program Closures**

Dr. Warner discussed the upcoming academic program closures (see Dr. Klauber's 6/12/20 email).

### **FY21 Plan and Budget**

The FY21 Plan and Budget was approved at the recent Board of Trustees meeting. The webmaster is working to quickly post the document.

### **Administrative Updates**

Dr. Warner explained that Dr. Rothstein will be filling in for him during the times he is out. He said that he can still be reached via email. Dean Beache is still filling in as the HU division director. At times, Dr. Warner will be assisting.

### **Dean of Instruction Update**

Dr. Rothstein explained she did not have any additional updates.

### **Dean of Distance Learning Update**

Dean Beache explained that a requirement of the NC-SARA membership is to disclose licensure requirements by state, for all programs which lead to official certification. She is working with Dr. Rothstein to compile a list of the programs that would be affected.

Final reminder that our Moodle contract ends June 30. Everyone should have moved their content from Moodle by then.

The decision has been made to move forward with the Proctortrack online proctoring tool. The review committee which was comprised of faculty, and staff from the Testing Center, Learning Technology, Distance Learning, and IT agreed on the final decision. The goal is to have Proctortrack in place before the Respondus contract ends on July 30. Dr. Warner expressed his appreciation for everyone's work.

### **Faculty Assembly Chair Update**

Dr. Warner expressed his appreciation of Rebecca Westmeyer for her work as Faculty Assembly Chair. He said that she was the one of the finest Chairs that he has worked with. She stood her ground, was very passionate, and always had the best interest of the college in mind. Dawn Schoenenberger shared that she was very proud of what Rebecca has done. Rebecca never balked when she had to put herself in difficult positions and was a great communicator.

Rebecca explained that she was exhausted and looking forward to not being the Chair for this upcoming term. It was an eye opening experience for her.

She did have a meeting with Dr. Klauber and there are still some things that need to be worked on. The Faculty Assembly Executive Committee will develop a statement for the syllabus document to fit with the college's social distancing guidelines. It would be something like the ADA policy that is found on the syllabus documents.

Dan Ryan said he had been working with Rebecca for six weeks. He found her to be very professional and is looking forward to his new role, but will be filling some big shoes. Dan appreciates working with Dr. Rothstein and the Q and A document she created.

### **D2L Course Shells for all Classes – Content**

Dr. Warner announced that D2L course shells are needed for all classes and methods, so it needs to be determined what the minimum requirements will be for those shells. There will be further discussion within Academic Council in upcoming weeks until a consensus can be reached.

## **Catalog Revisions and Website Changes/Launch**

Dr. Rothstein explained that the catalog revisions are complete and the new website had been launched. There was some discussion regarding links that were not working with the new website. Any website changes/issues should be sent to Tyler Howsare.

## **Performance Reviews**

Dr. Warner is thankful for the performance reviews and ARPDP forms that have been submitted. The faculty ARPDP forms are due no later than the end of fall workshop. Please keep those coming in. The performance reviews with his direct reports will be done during an upcoming standing meeting.

## **Positons**

- The two open faculty positions (CSC and IST) in the TCS division have been filled.
- The art faculty position can be filled.
- Dean Beache will be prescreening applications.
- Karen Hammond will need to be informed that there is no nursing support position starting July 1.
- Dr. Warner believes student workers for fall will not be approved unless absolutely critical. More information (specifics skills considered) will need to be verified with HR. It would be wise to consider the budget when thinking student workers

## **Questions**

- Next meeting will be Thursday, July 2 at 9 am via zoom.
- Dawn asked if the space used by the nursing support position can be changed back to a classroom. She requested that Karen be included on any discussion – especially because of the expensive nursing equipment in the room.
- Faculty and directors can look at specific rooms to determine (measured) if they meet the social distancing guidelines. Any information must be shared with Academic Council to reduce duplication of effort.
- Laurie asked if the chairs and tables could be moved in the classrooms. Dr. Rothstein requested that everyone wait until closer to semester start.
- Bob asked about the parameters for the Testing Center. Dr. Rothstein explained that placement tests can be scheduled (link is on the website). The center is closed for the summer as Zoom is being used. The hope is to have Pearson tests, etc. ready for fall returning with an ‘appointment model.’ Hopefully Prototrack will also be in place.
- Dawn recognized Dean Beache, LT and the Library staff for the outstanding job they did and are doing moving to the online/remote learning environment.

## **Future Meetings**

July 2, 2020  
July 16, 2020

July 30, 2020  
August 13, 2020

August 27, 2020  
September 10, 2020