

ACADEMIC COUNCIL

July 2, 2020

Meeting Minutes

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

Guest: M. Cepeda

Excused: C. Rothstein

Welcome

Everyone will be returning to campus (alternating days) the week of July 13.

Dr. Warner welcomed Dan Ryan to his first Academic Council meeting in the role of Faculty Assembly Chair while Tom Crawford was elected as the Vice Chair. The chair’s term is for two years.

Minutes

The minutes of June 18 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%
6/30/20	HC -4.4%, FTE -4.8%	HC -38.6%, FTE -39.1%

Summer enrollment slid, but fall enrollment is better. Any enrollment opportunity that presents itself should be taken seriously due to building the budget on an enrollment decline of 20%.

Plan for Returning to Campus in the Fall and Fall Schedule Changes by June 15

Dr. Rothstein will be having a meeting with directors and office associates. Not everyone made their selection from the drop down menu that was provided. The document needs to be corrected so that it is consistent.

Dr. Warner reminded everyone to be efficient and to be mindful of the cost of instruction. He also recommended that the Q&A provided by Dr. Rothstein could be helpful.

Consideration will be given to having a faculty group go around campus with Eric Byers to see how social distancing spacing will look.

FY21 Plan and Budget

Everyone should now have access to the HCC FY21 Plan and Budget. Everyone was asked to review their budgets.

Dean of Instruction Update

Dr. Rothstein was not available for today’s meeting.

Dean of Distance Learning Update

The contract for Proctortrack has been signed, and steps for implementation have started. Faculty will be notified directly when training will occur.

Respondus Monitor and Lockdown Browser will still be available until July 31. There will be discussion regarding the continuation of the Respondus Authoring tool.

Access to Moodle has ended as of 6/30. Please ensure there are no further references to Moodle within class materials.

Due to the additional costs associated with specialized data reporting in D2L, DL staff will be working with the PIE office to grant them access to institutional data. Faculty can then request data for their divisions through PIE, they also have access to some reports within their individual classrooms.

We plan to start testing on the new outcomes assessment tool in D2L during Spring 2021. DL and LT staff will receive training on the new tool administration starting this Summer. The focus for the upcoming Fall semester, will be streamlining the student evaluations process with an integration of the EvalKit software.

The “Online Course Prep Manual” provides instructions for course setup in D2L, and should be used as a basis for designing new course shells. The document is available within the Instructor Resources space on D2L, under the “Instructional Design” module.

Faculty Assembly Chair Update

Appreciation was expressed for the Q and A document that Dr. Rothstein distributes.

D2L Course Shells for all Classes – Content

Faculty involved in course shell, administration, academic standards/teaching and learning maybe this fall. Get it standardized

June Timesheets for Faculty

Full-time faculty should submit June timesheets.

Performance Reviews

Reminder was given to complete and submit performance reviews/evaluations.

Positions

- In the process of hiring a full-time art faculty member and the English/Humanities division director
- The CSC and IST faculty positions in the TCS division have been filled
- Hiring freeze in effect
- Grant-funded part-time positions are exempt from the freeze
- Dr. Rothstein is reportedly checking on the hiring of work study students where a special skill is needed and they don't qualify via the FAFSA form

Announcements

CVT classes have started again; one of the drivers has already taken their test and have passed
Next meeting will be Thursday, July 16 at 9:00 am via Zoom

Future Meetings

July 16, 2020
July 30, 2020

August 13, 2020
August 27, 2020

September 10, 2020
September 24, 2020

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