

ACADEMIC COUNCIL

July 13, 2023

Meeting Minutes

Attendees: N. Arnone, V. Beache, L. Bird, M. Grahl, M. Hendrickson, L. Montgomery, D. Poole, C. Ranalli, L. Renninger, R. Rohan, D. Schoenenberger

Excused: K. D'Ambrisi, K. Hammond, E. Schwartz

Minutes taken by L. Bird

Welcome

Interim VPAASS, Dawn Schoenenberger, welcomed Marti Grahl (interim DV division director) to her first Academic Council meeting. Introductions were made.

Reflection

“Coming together is the beginning. Keeping together is progress. Working together is success.” ~ Henry Ford and has also been known to be attributed to Edward Everett Hale

Minutes of June 29, 2023

The minutes from June 29th will be approved at the next meeting.

Enrollment Update

Based on the Enrollment Management Report dated July 11, fall 2023 credit FTE and headcount are up. Dr. Ranalli distributed a document that reflected the FY13-FY23 credit enrollment by unduplicated headcount, credit hours and FTE (three different charts). Everyone found the charts to be helpful.

Dr. Ranalli will work with Alison so the directors can have dashboard access.

Dean of Instruction Update

Dr. Renninger explained that all master syllabi have been moved to a lib guide and will go public shortly.

The decision was made to put outcomes for all programs in the catalog – not just competitive programs. Information is being extracted from the POGs.

Dean of Distance Learning Update

Dean Beache congratulated Director Arnone as TCS faculty, Audra Martenot and Leia Wood, have attained HCC's second fully QM certified course. There will be publicity regarding all of the fully certified courses. There are currently two more TCS faculty actively working on their course certification.

A course preparation checklist for online classes was distributed. Directors were asked to review the document and provide Dean Beache with any suggestions. Once approved, the expectations will be shared with faculty via the “Guidebook for Distance Learning” posted in D2L.

Due to concerns about space and efficiency, the format for our annual workshop week dinner may be changing. Suggestion was made to host virtual division meetings with adjuncts this Fall, then separate by division/program for annual meetings in May or June. The official dates are to be determined for these

spring semester meetings. Dean Beache will work on a more detailed proposal with Linda Cornwell to share with the group.

Dean of Planning and Institutional Effectiveness Update

Dr. Ranalli reported that things are pretty quiet. There will be a MSCHE Steering Committee later this month. Committee members can find more information on the Team site.

Dr. Ohl-Gigliotti and Dr. Ranalli will be attending an upcoming diversity workshop at FCC.

Shared Governance has received two charges for this fall.

MHEC is working on data definitions.

Faculty Assembly Chair Update

Dr. Schwartz was not available

Directors' Monthly Group Meeting

Interim VP Schoenenberger suggested a monthly meeting where she would meet with all of the division directors. A goal would be to overcome the lack of consistent messaging throughout the divisions. The directors agreed. Optional or required attendance to these meetings was briefly discussed.

The ESSC survey will be pushed out again as the original email went to many individuals' promotion folder in Outlook. ESSC attendance will be modified. Consideration is being given to meeting only once per month.

Kirwan Update

The weekly meeting with Dr. Willow was yesterday. Another meeting will occur today with Dr. Willow and Interim VP Schoenenberger.

Every student that is coming to campus has completed an application; however, many students taking classes at the high schools have not submitted their HCC application (July 28 is the soft due date). There will be approximately 2000 students taking classes at the high schools. The applications may not be submitted until students return. Applications should be submitted by the end of this fiscal year for FY25. All WCPS sophomores, who have an interest, could potentially apply to HCC. Dr. Renninger recommended purchasing a dual enrollment software.

Directors are to use the Excel file that Dr. Renninger provided the link to. The file is updated each week on the Teams site. There is no definitive date when it will be final. IT is no longer in a rush to run batch files. Directors/OAs could consider doing quick glances to see what is going on. Director Arnone said she has already caught some things. HCC and WCPS tech teams will figure out how to share the list and access to use each other's software.

The drop/add date is directly linked with WCPS billing. Interim VP Schoenenberger will be meeting with Heike to discuss charging right after the drop/add date. A discussion will also occur with Dr. Willow to determine how WCPS will handle these occurrences. Students that are taking classes on campus can follow HCC guidelines. Holds can be put on accounts so they have to get permission from a WCPS counselor prior to dropping or adding classes.

Kevin Crawford, Angie Auldridge and Interim VP Schoenenberger are meeting to review the list of students that do not meet the base criteria and compare against HCC criteria. Currently, 50 students are on the list. WCPS does not want juniors and below to take developmental courses at HCC. Seniors taking classes here could take developmental classes. Dawn will also discuss 9th graders in AP/dual enrolled classes with Dr. Willow.

Attendance will be taken for full-time students in on-campus classes. Craig Fentress is still reviewing products.

Blueprint group will meet after full-time faculty return. Some things will be working. If not, change will need to occur.

Agreement needs to occur for the Hancock classes. This will be a discussion at today's meeting. Dr. Willow will be asked about getting instructors onboarded.

Dr. Willow shared that some community groups are concerned about outcomes of students' success.

Concern was raised about getting the ECAP adjuncts observed – especially in the BSSB, EM, and HU divisions.

Positions / Vacancies

- Diagnostic Medical Sonography Position – three candidates total, two did not qualify due to educational requirements, one is scheduled for an interview next Friday
- Intake Assessment and Transition Specialist position accepted by Dr. Gloria Hill-Murray
- Adult Literacy Services and English Language Learner (ELL) Transition Specialist position open
- Interviews will be set up next week for the Assistant Kepler Center Technician position
- Upcoming interview for Director of Early College Programs
- Zoom interview for Cybersecurity faculty position

Other/Announcements

Next meeting will be July 27, 2023 from 9-11 am in STC-182

Future Meetings

July 27, 2023
August 10, 2023

August 24, 2023
September 7, 2023

September 21, 2023
October 5, 2023

cc: J. Klauber, H. Soeffker-Culicerto, C. Ohl-Gigliotti, C. Ranalli, B. Kirkpatrick, faculty, division office associates