

ACADEMIC COUNCIL

July 15, 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

Welcome

Dr. Warner shared that the Academic Council meetings will be held face-to-face beginning July 29. His direct reports' standing meetings can be held either by phone or face-to-face.

Minutes

Due to a conflict with L. Bird's schedule, no minutes were taken at the July 1 meeting.

Old Business

Dean Beache, Dean Ranalli, and Mayme Kugler met with Dr. Warner to discuss the MHEC definitions of academic modality. Academics will continue to use the current modality definitions.

After additional discussion, Dr. Warner clarified that consideration should be given to limiting the use of the FLX method beginning 22/SP.

Enrollment

| | |
|----------------|--|
| Credit Summer: | 7/13/21 -- HC -8.1%, FTE -7.1% |
| Credit Fall: | 7/13/21 -- HC 2.4%, FTE 4.6% |
| Non-Credit: | 7/12/21 (FTE = 595), 7/13/20 (FTE = 700) FY21 |
| | 7/12/21 (FTE = 73), 7/13/20 (FTE = 8) FY22 |

The 21/FA credit enrollment has decreased. Dr. Warner encouraged the directors to continue monitoring their division's schedules.

Dean of Instruction Update

Dr. Renninger asked the directors a few questions about the program advisory handbook. Dr. Warner explained that directors are responsible for being aware of committee memberships. L. Bird will be requesting a shared folder on the Z drive for division directors to save their advisory committee minutes.

The Library will be opening at 8 am this fall and closing at 6 pm. The LSC is open until 8 pm.

She continues to work on the SLOA guidebook and process. Additional information should be ready to be shared at the next meeting. A location will be created in Microsoft OneDrive for the directors to upload SLOA documents.

Dean of Distance Learning Update

An editable syllabus template will be incorporated into the Master Classrooms on D2L that will populate into the copied sections. Faculty do not need to take any action at this time. Those already working on Master Classroom shells, will receive support directly from Leia Wood.

There was a suggestion made by some directors, about consolidating the master syllabus and course guides into a single document. Dr. Warner agreed that this topic should be brought forward for shared governance review.

The Fletcher Center's new full-time faculty orientation schedule was shared and Dean Beache requested feedback or suggestions for additional activities. The activities will be led by Linda Cornwell and would run from August through May. Director Schoenenberger requested that any information shared with faculty also be shared with their supervisors. She also suggested opening up sessions to current full-time faculty who are in need of professional development. Dr. Warner recommended that attendance be recorded for all sessions. He also suggested that moving forward, the directors share their individual needs for faculty support directly with Dean Beache and Linda Cornwell.

Some directors mentioned that there was interest from full-time faculty for starting their 10 months earlier in fall and leaving earlier in the spring. This would allow additional time for faculty development activities and course preparation in early August. A suggestion was made by Dr. Warner to have the interested faculty start this discussion by sharing their thoughts openly at Faculty Assembly.

Dr. Lisa Williams will be presenting to the faculty during the upcoming workshop week. The session will be titled "Looking at Teaching through an Equity Lens" and is scheduled for Friday, August 27th in the BSH lecture hall.

Faculty Assembly Chair Update

No report.

Hire Letter QM Requirement

Due to a request from Linda Cornwell and Dean Beache, Dr. Warner shared a list of new full-time faculty members (since 2017) that had a QM requirement in their hire letter. Dr. Altieri requested that the requirement be in the salary letters. Dr. Warner will be consulting with Dr. Klauber to determine if this will be an ongoing requirement. Any full-time faculty interested in promotion and tenure will need to satisfy the requirement(s) in their hire letters.

Workshop Draft Agenda

Dr. Warner shared a draft of the August workshop agenda. The agenda will be shared at Cabinet for approval on July 26. Distribution will be made shortly thereafter. He reminded his direct reports that they will need to introduce their new hires (staff and faculty). A suggestion was made to use technology instead of personal introductions. Dean Beache, Dr. Poole, and Director Montgomery volunteered to develop a presentation.

Dr. Klauber would like the annual dinner and conference to take place this year. Adjunct service awards will be made. Full-time faculty will be expected to attend and interact with adjuncts. Dr. Warner asked the directors to study how the event goes this August to determine if changes should be made in the future. He will be asking for volunteers to discuss this in the spring.

Draft Academic Affairs Strategic Plan

Dr. Warner gave a quick overview of the Academic Affairs Strategic Plan. The document centers on curriculum, instructional design, academic standards, and assessment. A retreat day will be scheduled where everyone can focus on the document and make contributions.

He also shared that he has no idea when the Ad Astra implementation will begin.

Performance Reviews

No updates. The July 16 pay advice will reflect any salary increase and accurate accruals. Salary letters were distributed this week.

Title III Grant

No updates.

Assessment

Great progress is being made in the assessment meetings. Dr. Renninger will be doing a presentation on OneDrive and SharePoint. Templates will be created and presented at the final assessment meeting. Division directors will then share the information at their division meetings.

Positions

Faculty Updates

- MLT (no updates from MHEC)
- Dental Hygiene (one candidate applied yesterday)
- Foreign Languages (3 good candidates this week, interviews next week)
- HS division OA (interviews next week)
- HU division OA (candidates for the position)

Other/Announcements

- Next meeting will be held July 29, 2021 at 9 am in STC-182
- Director Schoenenberger shared accolades for the Adult Literacy Services team - best year they ever had and will have great outcomes

Future Meetings

July 29, 2021
August 12, 2021

August 26, 2021
September 9, 2021

September 23, 2021
October 7, 2021

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