

# ACADEMIC COUNCIL

July 16, 2020

## Meeting Minutes

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

**Guest:** M. Cepeda

### Minutes

The minutes of July 2, 2020 will be reviewed at the next meeting.

### Enrollment

Date	Summer	Fall
Past week	HC -4.1%, FTE -4.6%	HC -43.9%, FTE -43.5%
Past week	HC -4.0%, FTE -3.8%	HC -40.9%, FTE -40.4%
Past week	HC -4.4%, FTE -4.8%	HC -38.6%, FTE -39.1%
Last Week	HC -3.5%, FTE -4.3%	HC -36.3%, FTE -37.0%
This week	HC -2.7%, FTE -3.6%	HC -33.7%, FTE -34.9%

The enrollment situation is very fluid. WCPS Board of Education voted to use full distance learning this fall. Currently, HCC classes are a mix of face to face, hybrid, and online. Fall classes could go online within a day’s notice. Plans A, B, and C should be in place. A question was asked as to how WCPS’s distance learning will affect ESSENCE students. More to follow.

### Plan for Returning to Campus in the Fall

Stay tuned.

### FY21 Plan and Budget

The document can be found on the website. Dr. Warner said that any serious budget issues should be brought to his attention.

### Dean of Instruction Update

The recording disclosure can now be found on the master syllabus template and on the D2L homepage. A list of COVID-19 student expectations is being developed. Once finalized, they should be placed in the syllabus.

Faculty should be using Proctortrack this fall. Tests for student should not be sent to the Testing Center until the student does not have a webcam. Due to COVID-19 social distancing guidelines, the Testing Center is at 50% capacity. Students can no longer lineup in the hallway outside of the Testing Center. If students need a webcam they could apply for technology funds through the CARES grant.

Due to the current COVID-19 working environment, there are many things to consider: faculty dinner, colloquium, etc. We will need to be creative and think outside the box.

Some classrooms have been measured and caps will be adjusted. Most of the rooms are 40% capacity. Once the measurements have been completed, a list will be distributed. If faculty are not comfortable teaching in a large classroom, they could teach online.

There is a two week backlog for students to speak to an advisor about registering. Some of the directors, faculty and/or staff have volunteered to assist and will be attending the training.

In order for the daily screening questionnaire to pop up, computers should be restarted.

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

In order to eliminate the growing need for manual enrollment requests, Dean Beache has suggested creating logins for test learners per division and reassigning the ability to grant access within live courses at the division level.

Proctortrack training sessions were held earlier this week, for both faculty and administrators. Copies of the training recordings, user manuals, and the video included with the vendor presentation are available within the main Instructor Resources space on D2L. Additional information has also been posted in the respective division resource spaces on D2L.

Dean Beache confirmed that the Respondus Authoring tool has now been renewed for another year.

### **Faculty Assembly Chair Update**

Dan Ryan was interested in the offering of Proctortrack training during workshop this fall.

He expressed his appreciation for meeting with Eric Byers and Norman Brown on July 8<sup>th</sup> when they went around campus to see what social distancing would look like.

Dr. Rothstein was thanked for her frequent updates to the Q and A document.

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

The Teaching and Learning Committee will be working on this.

### **Performance Reviews**

Dr. Warner appreciates the self-evaluations, completed evaluations, and ARPDP plans that have been submitted. He reminded everyone to submit their self-evaluations.

### **Positions**

- Interviews for the full-time art faculty position are scheduled for next week.
- Candidate packets for the English/Humanities Director position have been reviewed. The list has been narrowed down to ten with the goal of interviewing five or six candidates.
- Grant funded positions are not affected by the hiring freeze.

### **Announcements**

- Dawn Schoenenberger shared how wonderful she thought the new budget feature was in Self-Service
- The next meeting will be Thursday, July 30 at 9 am via Zoom.

### **Future Meetings**

July 30, 2020  
August 13, 2020

August 27, 2020  
September 10, 2020

September 24, 2020  
October 4, 2020

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