

# ACADEMIC COUNCIL

July 18, 2019

## Meeting Minutes

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

**Absent:** R. Westmeyer

**Guest:** Dr. Christine Ohl-Gigliotti

*Minutes submitted by Louise Bird*

### Welcome Christine

Dr. Ohl-Gigliotti was welcomed to Academic Council.

### Credit and Credit Free Enrollment

Concern was expressed about the 19/FA enrollment. Copies of the Enrollment Management Reports (7/16/19) and Con Ed Enrollment/FTE Comparison (7/15/19) were distributed:

- Credit / Summer 2019----- Total Headcount = -1.9%; Total FTE = 2.275%
- Credit / Fall 2019 ----- Total Headcount = -3.2%; Total FTE = -3.7%
- Con Ed / FY20 ----- FTE up (FY19 = 34.46 vs FY20 = 49.89)

### ESSENCE Revisions

Discussion is ongoing between WCPS and HCC regarding vetted ESSENCE classes in the high schools. The hope is to invite WCPS department heads to HCC for various topics of discussion (teacher qualifications, outcomes, etc.). The CATE program should help to keep ESSENCE classes in the high schools

### 19/FA Preliminary Load Reports

Dr. Warner reviewed each division's 19/FA preliminary load reports for this week. The FLPTC 3 changes have been implemented (removal of 85 enrollment base and 2 prep minimums). Directors were requested to review the load reports carefully to ensure faculty are making the 15 credit minimum. He found various faculty with zero enrollment in some of their classes. It was also shared that the lowest enrolled class would be used for the overload.

### Per Diem Changes

Some of the new per diem guidelines found in the FY20 Annual Plan and Budget were shared:

- Advanced per diem only provided for overnight stays; requests must be received by Finance Office two weeks prior to the event and not before
- Itemized receipts required for any single-day event and/or for any employee requesting reimbursement after event has occurred

### Consistency among Divisions: Office Associate Responsibilities

When faculty are approved for professional development, the division should take responsibility for ensuring all aspects of the request are fulfilled (payment of registration fee, securing lodging, etc.). Typical college procedures for events should be followed so there is minimal direct reimbursement to the employee. The vendor(s) should be contacted to determine if they accept a check or purchase order (preferred method) for costs related to the activity. There are unique circumstances when Dawn Reed (Executive Assistant to the Vice

President of Administration and Finance) would be involved (e.g., flight reservation, etc.) so the college credit card could be used. This would be a last resort. Since funding for professional development is traditionally provided through Dr. Warner's budget, his executive assistant should be copied on emails to Dawn Reed.

A reference guide (Professional Development Request Procedures) developed by Dr. D'Ambrisi and L. Bird was distributed.

### **Electronic Forms**

Two forms used by Academic Affairs (Faculty Observation and Request for Change of Grade) will be moving to an electronic format using active directory login for signatures. For 19/FA, the observation form has been revised to include required fields and is now in a PDF format.

### **Guided Pathways Project**

Dr. Warner distributed the first draft of the Guided Pathways Project compiled by V. Beache. Initial information was found in the Community College Research Center's Building Guided Pathways to Community College Student Success article that was shared by J. Hite. The entire document was reviewed and feedback was requested. Once changes are made, the updated document will be distributed. A timeline (over several years) will need to be established.

### **Positions**

- Three open full-time faculty positions in the Math/Science division
- Business faculty position has been posted
- Jenna Freeman, Intake and Transition Assessment Specialist (DV division), has resigned
- ELL faculty position interview process is moving along
- NSP II 10 grant-funded Remediation and Retention Specialist-Nursing position remains open
- Interview scheduled for the trainer position in PL division
- Good candidate for the computer science full-time faculty position
- Instructional designer (L. Wood) begins her position on August 12

### **Future Meetings**

August 1, 2019  
August 15, 2019

August 29, 2019  
September 5, 2019

September 19, 2019  
October 3, 2019

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