

ACADEMIC COUNCIL

July 27, 2023

Meeting Minutes

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

Excused: E. Schwartz

Minutes taken by L. Bird

Reflection

"There are risks and costs to a program of action. But they are far less than the long-range risks and costs of comfortable inaction." ~ John F. Kennedy

Approval of Minutes

Dr. D'Ambrisi motioned to approve the June 29th and July 12th minutes and Director Montgomery seconded the motion. The minutes were approved as written.

Enrollment Update

- Dr. Ranalli will be providing information regarding credit and non-credit enrollment to close out the year and can provide current updates periodically
- It was agreed that Dr. Ranalli's data will be utilized for current enrollment as opposed to the weekly EMR

Dean of Instruction Update

- Curriculog is coming in February
 - Pathways demonstration provided; pathways will be connected with Aculog (catalog platform); student friendly; lists occupations; working with rep to fix some of the bugs
 - Will eliminate paper trail for Curriculum Committee (moving to digital); workflow will be developed – just like Passport; descriptions pulled from catalog; impacted programs will also be pulled
- SLOA Reminders and Updates
 - Dr. Renninger reminded division directors to review forms and send to her and applicable faculty; she will load in the Middle States folder
 - Figured out notifications on OneDrive and it is a manual process – will set up by next year
 - Will provide different levels of training for full-time faculty; directors may invite her to division meetings if there is significant difficulty; possible workshop mid-spring
- Early College Programs Director Starting Monday
 - Kapreec Smith, Director of Early College Programs, starts Monday
 - Bethany Starliper, Coordinator of Early College Programs, working on forms and processes
 - Early College Program handout provided explaining each area: courses at WCPS, courses at HCC (part-time students), Degree Program
- MHEC formula revision for substantial modifications
 - Handout distributed regarding slight change for substantial change (33%); information will be placed in the Curriculum Development Manual

Dean of Distance Learning Update

- Guidebook for Distance Learning
 - Copy distributed – share comments with Dean Beache by the end of the month via email
- Reminders for Faculty Workshop Week
 - August 2023 Professional Workshop Agenda distributed; share any comments with Dean Beache
- Request support for finalizing Master Classrooms that have been in progress
 - Per Title III Grant goals – should be at 10 courses; individuals will be contacted that she believes can move to QM certifications; if no volunteers, they will select; education courses to be ready by December; a few more faculty are interested and moving ahead
 - Leia Wood reaching out to individual divisions; they do not wish to take over from faculty; Dean Beache will email most recent list to division directors
 - Working on Master Classrooms this fall and QM certified courses in the spring; will send out what is needed from divisions
 - Director Arnone publicly thanked Leia Wood for all of her work
- Dean Beache made a request for support with finalizing Master Classrooms that have been in progress for more than 2 semesters:
 - Per Title III Grant goals we should be certifying at least 10 courses per year with QM; candidates who are suitable to move toward QM certification will be contacted by DisLearn staff in the fall; a few more faculty are already interested and moving ahead
 - Leia Wood has shared updates on Master Classroom status with Directors in the spring; however, Dean Beache promised an updated version will go out by next week
 - Dean Beache commended Director Arnone and TCS for having the GDT 143 course complete certification
 - Director Arnone expressed gratitude for Leia Wood serving as the adjunct faculty representative in this course.
- New QM Rubric Update will be free until January 4, 2024; anyone with QM Peer Reviewer roles should complete the training by that time

Dean of Planning and Institutional Effectiveness Update

- Inform Dr. Ranalli of any particular enrollment data needs
- Third year of using Watermark for student evaluations; cross-listed courses were a challenge; will renew contract

Faculty Assembly Chair Update

- Dr. Schwartz not available

Web Portal Presentation

Brennan Rose, Junior System Analyst in IT, provided presentation of Web Portal: quick links, cards will be different for students vs. employees; Colleague and Kronos will not communicate with Portal; role based (students vs employees); check it out and customize for your needs

Upcoming Schedules Class Scheduling Discussion

- HCC will be doing yearlong scheduling
 - Spring 2024 remains as is; think about how to do this effectively
 - Next meeting will have time dedicated to work on the process
 - Need a consistent system that is driven by student need

- Directors are to be cognizant of methods classes are offered (offer in multiple formats)
- Dr. Ranalli offered to provide historical information
- Send questions/comments to Interim VP Schoenenberger

Kirwan Update

- HCC is working with WCPS IT team to obtain updated file that is secure and has latest data
- Ongoing progress on computer and education classes; math classes being worked out
- ESH division ECAP trainers being paid as adjuncts; actual teacher not paid
- Billing has been discussed and moving in positive direction
- Behavioral intervention discussed – WCPS responsibility; process to be developed for emergency situations
- Interim VP Schoenenberger explained that she will email Dr. Klauber about all of our concerns with suggested resolutions – changes need to happen in MOU
- Directors meeting – feedback for MOU – language to support what we need
- MOU examples from NACEP could be more encompassing
- Need to secure a copy of the WCPS course offering booklet that is published in January
- Interim VP Schoenenberger and Dr. Klauber are not in support of AP courses used as Dual Enrollment courses
- C. Fentress will be contacted about when the new shared data port would be ready

Positions / Vacancies

- Adult Literacy Services and English Language Learner (ELL) Transition Specialist position posted; six applicants
- Dr. Gloria Hill-Murray, Intake Assessment and Transition Specialist, started Monday
- Interviews next week for Assistant Kepler Center Technician position
- Two positions open in Library; one posted
- Setting up Zoom interview for faculty Cybersecurity position
- Candidate for Diagnostic Medical Sonography position moved forward to be interviewed by Dr. Klauber and Interim VP Schoenenberger

Other/Announcements

- Next meeting will be August 10, 2023 from 9-11 am in STC-182

Future Meetings

August 10, 2023	September 7, 2023	October 5, 2023
August 24, 2023 (cancelled)	September 21, 2023	October 19, 2023

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