

ACADEMIC COUNCIL

July 29, 2021

Meeting Minutes

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

Excused: K. Hammond, D. Ryan

Minutes submitted by L. Bird

Approval of Minutes

The minutes of July 15, 2021, were approved as written.

Old Business

- Dr. Klauber will no longer include the required Quality Matters training language in new full-time faculty hire letters. If training is needed, it could be added to the faculty member's ARPDP form. The individuals that do have the wording in their letters will need to complete the training as cited.
- Dr. Warner mentioned that the Dean of Instruction may become part of the review process for the ARPDP forms.
- Dr. Klauber did not have an issue with changing the full-time 10 month faculty start and end dates (e.g., August 15-June 15 instead of current dates). Dr. Warner recommended the directors have a discussion with their faculty at the upcoming division meetings. If the change occurs, a tracking method will need to be determined along with who does the tracking.
- Dr. Warner explained that he should be kept in the loop if full-time faculty do not finish deliverables before their departure in June.

Enrollment

Credit Summer: 7/27/21 -- HC -9.2%, FTE -7.5%

Credit Fall: 7/27/21 -- HC .5%, FTE 1.3%

* Non-Credit: 7/26/21 (FTE = 33) FY21

7/26/21 (FTE = 100) FY22

Summer enrollment is ending lower than it was. Fall enrollment continues to decline in comparison to the previous enrollment report. Dr. Warner requested that the directors continue to monitor/review their division's schedule. There is no set date as to when classes should be cancelled due to low enrollment. Dr. Warner felt that the directors know their division's schedule needs; therefore, they should know what timeline works best for them. He did encourage them not to wait until the last minute.

There is nothing new to report about the scheduling software Ad Astra.

The move to a yearlong schedule is part of the Academic Affairs Strategic Plan.

Inclusive Access

There has been very positive responses from faculty and students about Inclusive Access. There are currently 21 courses that use Inclusive Access and may expand to 30 courses in 22/SP. The goal is to expand to using a second publisher – perhaps McGraw-Hill. A meeting will need to set for Dr. Warner, Tammy Crockett and David Bittorf.

HS 3.0 GPA Results

Dr. Warner shared information from the PIE Office regarding the performance of high school students that were exempt from placement testing because they had a cumulative 3.0 GPA. The data shows those students outperformed students from other placement methods. He requested the directors share the data at their upcoming division meetings.

Workshop Agenda

The draft of the workshop agenda went to cabinet for approval. Introductions by department supervisors was removed. Dr. Klauber will be doing introductions in his remarks.

Dean of Instruction Update

Dr. Renninger shared suggested 22/SP schedule comments via a presentation and requested feedback. Her goal is to simplify the comments.

Dean of Distance Learning Update

Dean Beache distributed and reviewed a handout showing HCC faculty data pertaining to QM training. She also shared that faculty have been doing a great job. Dean Beache clarified that adjuncts have been invited to attend QM training sessions in the past – whenever open seats were available.

Starting this fall, stipends from the Fletcher Center grant will be available to full-time faculty for developing master classrooms which meet QM standards.

The Academic Testing Center should be fully staffed by the start of the fall semester. Dean Beache addressed questions about the “instructor form” for scheduling exams and stated that faculty are still encouraged to only utilize the Testing Center for major exams.

There was some discussion about when final exam week officially begins. It was agreed that final exam week begins the last week of the 15 week session. The directors requested that Academic Affairs restart the publishing of a detailed final exam schedule.

Faculty Assembly Chair Update

No report.

Performance Reviews / ARPDPs

Dr. Warner has no additional information about performance reviews. He will be checking with Human Resources.

ARPDP forms continue to be submitted.

There was discussion about submitting exempt/faculty timesheets on Sunday. Dr. Hendrickson explained that she authorizes forms on Friday instead of waiting for the Sunday email reminder. The actual deadline for submission is 11 am Monday.

Assessment

Dr. Warner explained that great strides are being made with assessment. There is another meeting on Friday. Dr. Renninger is revising the SLOA Guidebook and it will be discussed with faculty during workshop week. Directors requested a meeting where Dr. Renninger could thoroughly review the SLOA Guidebook and new process. Director Montgomery volunteered to pilot BIO-116 for the SLOA process.

Title III

Nothing new to report.

Positions

- Faculty: MLT (waiting for program approval), DH (candidate, no interview yet), and Foreign Languages (interview this week)
- Office Associates: HS division (back to reviewing book of applicants, finalist would not relocate), HU division (more interviews today), STMC (interviews underway)

Other/Announcements

- Next meeting will be held August 12 at 9 am in STC-182

Future Meetings

August 12, 2021
August 26, 2021

September 9, 2021
September 23, 2021

October 7, 2021
October 21, 2021

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