

ACADEMIC COUNCIL

July 30, 2020

Meeting Minutes

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

Guest: M. Cepeda

Excused: V. Beache

Minutes

The minutes of July 2, 2020 and July 16, 2020 were approved as written.

Enrollment

Summer 2020 ---HC -2.2%, FTE -2.9%

Fall 2020-----HC -27.9%, FTE -28.3%

Gains are being made with enrollment. There was a dereg for non-payment this week. There are students on waitlists. The time is down from two weeks to one week for students to see an advisor. Two temporary advisors have been brought back to assist.

Plan for Returning to Campus in the Fall

Weekly meetings are being held to determine how things will look when we return. The majority of the lecture classes have been moved to online with some exceptions (due to needed software and/or equipment). There are still a few classes that need to be changed.

This fall, there is no longer to be a required time for students to attend a class. Faculty should record the class and post it in D2L. Dr. Rothstein made the division directors aware that when times/dates are listed it can cause potential conflicts for students trying to register for classes. Dr. Rothstein will discuss this further with the Mike Martin.

She also shared that due to COVID-19 restrictions, there will only be a coffee bar available along with prepackaged food/snacks.

Masks are required in all buildings and classes. There will be a deep cleaning/sanitizing done each night in classrooms that are being used. Sanitizing spray and gloves will be available in each classroom for students that want to sanitize their area. Bottles of sanitizing spray and gloves can be requested by faculty informing their division director. The director will submit the request to logistics@hagerstownc.edu.

A screening questionnaire app is being developed – results will show as red or green. Students will need to complete the app each day. A suggestion was for faculty to check the results in the classroom. Red results mean the student should not be in the classroom and faculty should explain to the student that they will work with them on their classroom work. There will also be stations/kiosks where students can sign in and print out the results to take wherever they need to go. The printing stations/kiosks present no HIPAA violation due to the pandemic. HR will be involved in letting students know when (along with affected faculty) they can return to HCC. Protocols will be shared at a later date.

LT can assist with recording lectures and should be contacted for assistance. LT will be sending out an email to determine how many licenses are needed and what additional assistance is desired. IT is purchasing thumb drives that have a large amount of memory for faculty to use so they can place recordings on the thumb drive and then transfer the files to D2L. LT has a limited number of swivel cameras available. These cameras have the ability to follow the instructor as they teach. Let Facilities know if an offline classroom will be temporarily used to record lectures.

There may be some rooms in the CP building that can be used for holding orientations. Kepler Theater and the ARCC cannot be used for orientations.

Dean of Instruction Update

There was discussion about some issues in a few divisions.

Dr. Rothstein will be out of the office beginning July 31 and will return on August 10.

Dean of Distance Learning Update

Dean Beache was not available for the meeting.

Dr. Warner reminded everyone that the Moodle contract ended and D2L replaced it.

Proctortrack is in place. There is limited capacity in the Testing Center.

A great deal of progress has been made with EvalKit.

Faculty Assembly Chair Update

Dan Ryan asked if there could be some consistency/universality with course comments found in Datatel. This would help with some of the confusing language.

Dr. Rothstein explained they will be working on that and while the comments will not be 100% the same, there will be little variation and will become pretty standard. She also mentioned to only use the Testing Center if necessary due to its social distancing capacity. If students do not have a webcam, they can schedule an appointment with the Testing Center so their exam can be proctored. Proctortrack cannot be used in the LSC because it captures everything. Chromebooks do work with Proctortrack. A thought for special circumstances would be for students to go to the Library to reserve computers a week at a time.

Colloquium and Annual Faculty Dinner

Dr. Warner will be meeting with Dr. Klauber today to discuss the Colloquium and Annual Faculty Dinner. He will then meet with Dan Ryan to discuss Dr. Klauber's decision. Once completed, everyone will be informed.

D2L Course Shells for all Classes – Content

Reminder that this subject may become a Teaching and Learning Committee charge.

Performance Reviews

Performance reviews will be scheduled soon. Direct reports were reminded to submit their self-evaluation.

Positions

An Art faculty finalist was recommended to Dr. Klauber. Hopefully the person will be approved to teach this fall.

HU division director interviews were held earlier this week. Two finalists will be moved forward to Dr. Klauber. Next steps would be for the candidates to meet with the division faculty and other division directors.

Questions/Announcements

- Dan Ryan thanked Dr. Rothstein for her continued Q&A updates
- Dawn Schoenenberger reported the LSC is ready following social distancing guidelines
- Dr. D'Ambrisi shared that she had a PLB/MAP meeting with Theresa Shank
- Next meeting will be Thursday, August 13 at 9:00 am via Zoom

Future Meetings

August 13, 2020	September 10, 2020	October 4, 2020
August 27, 2020	September 24, 2020	October 18, 2020

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