

# ACADEMIC COUNCIL

August 1, 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, R. Westmeyer

*Minutes submitted by Louise Bird*

### **Credit and Credit Free Enrollment**

The drop in total headcount continues. The Enrollment Management Reports of 7/30/19 and Con Ed Enrollment/FTE Comparison of 7/29/19 reflected the following:

- Credit / Summer 2019 ---- Total Headcount = -2.4%; Total FTE = 1.2%
- Credit / Fall 2019 ----- Total Headcount = -5.3%; Total FTE = -5.6%
- Con Ed----- FTE: FY20 = 78.34 vs. FY19 = 57.98

There was discussion regarding the accuracy of the floor score. Data will be gathered over a few semesters to determine if changes should be made. R. Kendrick questioned whether the quantitative reasoning score should be lowered.

### **Fall Schedule and Faculty Load**

Dr. Warner requested directors to monitor full-time faculty load situations and have a back-up plan for faculty to make the minimum 15 credits base load.

### **Dean of Instruction Update**

- The CATE agreement signing with WCPS is on August 15.
- Linda Cornwell will be offering a new full-time faculty orientation. The first meeting will be Monday, August 19. Directors were asked to let new faculty know.

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

- Directors were emailed on July 23<sup>rd</sup> about the updated LMS Transition Schedule by Division. Contact Vidda with any questions.
- A handout for online programs (100% or 75% completely online) by division was distributed. Directors should work with Dean Beache to ensure the accuracy of the handouts. Advisors are discovering that not all of the programs listed can be completed online. A decision needs to be made as to how to move forward with online programs.
- Directors were asked to follow the program pathway every semester to ensure online classes are offered (if applicable), but to not forget about the face-to-face students.
- Degree audits by division would be available for the directors after the meeting.
- A suggestion was made to have UMUC offer a presentation for online classes. Math and science don't necessarily use discussion boards like other classes.

### **Faculty Assembly Chair Update**

The faculty retreat with the President is on August 19, from 8:30 am-12:00 pm. There are faculty represented by each division except for PL. An agenda has not been created yet.

The September Board of Trustees meeting will include Shared Governance. Dr. Warner and R. Kendrick will be discussing Shared Governance after the Colloquium. R. Kendrick was asked to send the Shared Governance information to the Academic Council again.

### **Waitlists Discussion**

There was a recent meeting with advisors where waitlists were discussed. The idea of discontinuing waitlists was presented to the Council. Dr. Warner will get back to the advisors with the Council's decision. There are complications with waitlists (e.g., student on a waitlist can also be registered for class). Some felt waitlists do serve a purpose. There was a suggestion to cap waitlists by a certain percentage of the class enrollment. Scheduling more efficiently was another suggestion.

### **Notifying Adjuncts of the Ten Student Minimum Enrollment Rule**

Dr. Warner asked that directors notify all adjuncts of the new enrollment minimum of 10 students (as of the census date) to make full pay.

### **Unit Planning Timeline**

The FY21 Unit Planning Timeline was discussed. The meetings with Dr. Klauber will be similar to last year (10-15 minutes/unit). Dr. Warner will begin meeting with direct reports around September 16 to discuss their requests. Personnel needs are no longer part of the unit planning process.

### **Guided Pathways**

Revisions and suggestions are being submitted for the Guided Pathways Project. Once the document is updated, another draft will be emailed. The document will be presented to the ESSC. Dr. Warner hopes to share the document with faculty during workshop week.

### **ESSENCE Revisions Update**

There have been several conversations with Dr. Peggy Pugh regarding ESSENCE. Five classes have been vetted to be offered at WCPS. Dr. Warner will be meeting with Dr. Pugh soon. A potential meeting with WCPS department heads may occur at the WCPS Downsville location. It is hoped that WCPS will come to HCC between the upcoming semesters.

### **Colloquium Prep**

Dr. Warner shared items from the upcoming August workshop week agenda. The faculty dinner/conference will be August 22.

### **ARPDP Forms**

Dr. Warner has completed four of the eight division's forms. Approved forms have been returned to three of the divisions.

### **Positions**

- EM division: offer made to environmental studies/life sciences faculty candidate; chemistry and biological sciences/anatomy and physiology faculty positions remain open; science laboratory assistant (part-time) is also open
- DV division: ELL faculty position accepted by Liz Hadley; intake assessment and transition specialist position open; nursing remediation and retention specialist position remains open
- PL Division: close to hiring someone for the trainer position; hopefully Shannon Cameron will move to full-time faculty 19/FA
- TCS Division: offer extended to computer science candidate
- BSSB Division: business faculty position open

**Announcements**

- Meet at Karen's on August 15

**Future Meetings**

August 15, 2019  
August 29, 2019

September 5, 2019  
September 19, 2019

October 3, 2019  
October 17, 2019

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