

ACADEMIC COUNCIL

August 12, 2021

Meeting Minutes

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

Excused: L. Renninger, D. Ryan

Minutes submitted by L. Bird

Approval of Minutes

The minutes of July 29, 2021, were approved as written.

Old Business

- Faculty Start and End Dates – Dr. Warner reminded the directors to get their faculty's opinions. It would be best if there is a consistent start and end date for full-time faculty. Dr. Warner will also be discussing this with Dan Ryan.
- Inclusive Access – Dr. Warner would like to have a meeting in early September with Tammy Crockett, David Bittorf and one or two division directors to discuss expanding to a second publisher for spring and adding five more classes. The process will need to be finalized and an implementation plan developed. Campus Store markup was discussed. Email Dr. Warner with specific questions.
- HS 3.0 GPA Results – There were objections to the PIE data and they will be redoing the report and providing an explanation of the data.
- Strategic Plan meeting – Dr. Warner reminded everyone to review the plan before the meeting on August 20.
- Performance Review Pilot and ARPDPs – Some staff have been asked to participate in creating their Performance Review in Kronos. If the form is already done, just cut and paste the information into the form in Kronos. Dr. Warner has reviewed ARPDP forms for two divisions: DV and HU. He has been really pleased so far.
- Faculty Dinner – There was a reminder about the dinner on August 26. Twenty adjuncts have responded to-date that they will be attending – a total of about 100 attendees.
- Masks – Students can be encouraged to wear masks, but they cannot currently be made to wear a mask unless a mandate is issued to wear masks.

Enrollment

Credit Summer: 8/10/21 -- HC -9.1%, FTE -7.5%
Credit Fall: 8/10/21 -- HC -1.3%, FTE -1.8%
Non-Credit: 8/10/20 (FTE = 48) FY21
8/9/21 (FTE =111) FY22

Credit fall enrollment fell in comparison to a similar date in 2020.

Dean of Instruction Update

Spring 2022 Schedule Comments – Dr. Warner has been reading emails about the 22/SP comments. He is supportive of what the directors would like to do to achieve consistency.

FY23 Peer Review Promotion and Tenure Timeline & Training Opportunity – Directors were asked to remind faculty interested in promotion and/or tenure at their upcoming division meetings to review the

timeline. The Fletcher Center is offering a training session and that will be reflected on the Center's calendar.

Dean of Distance Learning Update

New expectations from NC-SARA and Dept. of Ed. HCC is now required to notify students of professional licensure requirements in certain programs. These notifications will be based on their specific state, and we are starting the review process with Virginia, Pennsylvania, and West Virginia. Kevin Crawford has been including the link to our "professional licensure" webpage in student admission letters. Failure to adhere to this requirement will impact our ability to offer Title IV financial aid funds. Dr. Warner asked applicable division directors to ensure Dean Beache has the most recent information for neighboring states, and an accurate list of all licensure programs for the website.

A D2L faculty guidebook is being developed so internal procedures are communicated more effectively.

Directors should be reviewing D2L sites to ensure compliance with Distance Education Guidelines, which are to be implemented in 21/FA. Directors were asked by Dr. Warner to remind those who are not compliant to adhere to these guidelines no later than 22/SP.

Starting this Fall, stipends from the Fletcher Center grant will be available to full-time faculty for developing Master classrooms (MCs) which meet Quality Matters (QM) standards. The stipends will be available on a "first-come first-served" basis, until the grant funds are exhausted.

The Academic Testing Center (ATC) is not returning to pre-COVID testing operations. Salven DeMartino will be sending out their new guidelines via email.

Faculty Assembly Chair Update

None

Faculty Load Considerations

Dr. Warner clarified that 5 or fewer students enrolled does not count as load. In reviewing the 21/FA load reports, he noticed that some faculty are seriously under-loaded (less than 50 total students = 5 3-credit classes with an enrollment of 10/class). Dr. Warner requested that the division directors begin looking at load regularly. Be creative:

- Combine online classes
- Bump adjuncts
- Ask adjuncts if they'll teach for less
- Add late start classes
- Faculty can teach in other divisions
- Each division is different – contact Dr. Warner with any questions

Clarification was received (after the meeting) regarding the correct process for moving students from one section to another section:

- Office associate contacts the students regarding the move
- Division (e.g., office associate) emails a roster to register@hagerstowncc.edu requesting to move students from one section to another

Adjunct Hang Tag New Process

There were no questions regarding the new process for adjunct hang tags.

Assessment

Dr. Warner will be meeting with faculty during workshop week to discuss assessment. He explained that the division directors were welcome to attend the meeting. The data will need to be explained and broadly discussed.

Positions

Faculty – MLT, DH, and Foreign Languages: nothing new for the MLT and DH positions; coverage for the foreign language classes is in pretty good shape

Office Associate positions: HS division remains open; HU position accepted and starts 8/23/21

There were three objections to HCC's MLT program. Merit and local hospitals had written letters in support of the training to fill their needs. Since the program has been approved by MHEC, the goal is to hire faculty this semester and give an alternative assignment for building the program.

The current dental hygiene program coordinator no longer would like those duties. They would prefer to be just a faculty member.

Director Montgomery shared that there will be a STEAM Fest that coincides with Family Fun Day on October 23 from 10 am to 2 pm.

Director Rohan explained that there is interest from three or four schools wanting articulation agreements due to the Exercise Science and Health degree.

Other/Announcements

Next meeting will be August 26, 2021, 9 am, in STC-182

Future Meetings

August 26, 2021
September 9, 2021

September 23, 2021
October 7, 2021

October 21, 2021
November 4, 2021