

ACADEMIC COUNCIL

August 13, 2020

Meeting Minutes

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

Guest: M. Cepeda

Welcome

Dr. Warner reminded the group that everyone is expected back to work on campus, five days per week, beginning Monday, August 17.

Minutes

The minutes of July 30 were approved as written.

Enrollment

- Summer 2020.....HC -2.4%, FTE -2.8%
- Fall 2020HC -21.3%, FTE -21.7%

The fall enrollment is increasing. There are still a few weeks for more improvement. Dr. Warner expressed his appreciation of everyone in advising and admissions. He also gave kudos to the division directors for doing a great job of managing the schedules and section caps.

Plan for Returning to Campus in the Fall: GoEvo app, Kronos

Everyone should have the ability to download the GoEvo app on their phones. Supervisors should be receiving reports on their direct reports. Faculty should use the app when they come to campus.

An email can be sent to logistics@hagerstowncc.edu to request wipes, spray bottles, etc. There are a number of hand sanitizer stations around campus. There are still some issues that need to be worked through. An option would be to bring in your own cleaning supplies.

Kronos went into test mode last Friday. Everyone should sign in, change your password and try to navigate thru the program. Non-exempt staff clock in their daily start and end times. If they do not work the standard 8:30 am – 4:30 pm work schedule, supervisors will need to change the employee's hours in Kronos. It was also shared that the Kronos app cannot be used as that would be at an additional cost to HCC.

Dr. Ohl-Gigliotti will be sending a message to students about what to do if they receive a negative outcome when completing the survey on their GoEvo app.

Classrooms that will be used this fall have been set up for appropriate social distancing. Everyone is reminded not to rearrange rooms/furniture. Floor markers should be used if tables temporarily need to be moved.

Dean of Instruction Update

It was determined that it would be a good idea to have a COVID-19 statement on syllabi. Dr. Rothstein will be finalizing the statement and emailing it to the Council.

Directors were asked to let Dr. Rothstein know of any rooms not found in the room setup document that she emailed on August 12.

Voice amplifying microphones have been ordered and will be installed once they are received.

Dr. Rothstein is working on Institutional Outcomes templates with Carlee Ranalli. There is no timeline as yet. Course assessments will now be more random.

Dean of Distance Learning Update

It was agreed, that the division office associates can be given the ability to enroll “test learners” at the course level within D2L. This will take a significant burden off of the LMS Administrator, who has been receiving an influx of enrollment requests. Training materials will be provided to support the division office associates with these new tasks.

A new tool called S3 (Student Success System) will be made available for the division directors to monitor individual student progress. This will give them the ability to compare student performance across semesters. It will be made available this fall, but divisions are not required to actively use the tool.

Dean Beache is working with the PIE department to begin testing on the Learning Outcomes tool in D2L this fall. She is hoping to provide faculty training during the fall semester, and release the new features to all faculty by spring 2021.

Approval was recently given to purchase Blackboard Ally accessibility software. The plan is to start integration within D2L this fall. Faculty will receive training materials once the implementation is completed, but their role in the use of this tool should be minimal.

SEOF is moving online into D2L this fall. Summer students have already started accessing their evaluations online.

Dean Beache reminded the directors, that the sandbox sites in D2L have been reassigned as resource spaces where the division staff and faculty may collaborate and share materials. Information on the use of the Proctortrack software has recently been placed in all the division spaces. This was intended for the convenience of faculty who may want to copy the onboarding quiz, and student manuals into their live classroom spaces.

Another Proctortrack training session will be coming up during faculty workshop week. Faculty should be informed, that although the tool is available for use, proctored exams are not required for all exams.

Dr. Warner shared that QM certification will be postponed due to the current pandemic. There is currently no timeline.

Faculty Assembly Chair Update

Dan Ryan explained that faculty raised concerns about section caps as they relate to online classes. Dr. Warner requested that division directors inform the faculty member if the caps are raised in a section they are teaching.

It was agreed that an LSC/Library presentation will be given during the faculty meeting with Dr. Warner during Workshop Week.

Workshop Agenda

Dr. Warner shared a draft copy of the workshop week agenda that was a result of his meeting with Dan Ryan on Monday, August 10. He will present the agenda at the Cabinet meeting on Monday, August 17. Directors were asked to include their adjuncts in activities since the Faculty Conference and Dinner were cancelled.

Faculty Load and Instructional Staff

Directors were asked to ensure full-time faculty have the appropriate base load and to remove staff listings for classes that begin on August 31.

Dr. Warner shared a reminder about the peer review / faculty promotion and tenure start during the fall semester. Directors should remind faculty of the upcoming process. A timeline will need to be developed.

Performance Reviews

Direct reports were reminded to submit their annual self-assessment.

Positions

- Margaret Yaukey was hired as the full-time Art faculty member replacing Joan Bontempo
- More information to follow regarding the status of the search for a HU division director
- Dr. Rothstein, Dr. Warner and Laurie Montgomery will meet to discuss hiring EM division faculty for the open positions

Questions/Announcements

- Karen Hammond shared that Robin Hill, full-time Nursing division faculty member, has been appointed by Governor Hogan to the Maryland Board of Nursing to represent all of the LPNs in Maryland
- Dr. D'Ambrisi is working on a proposal for a medical laboratory technician program; definite local interest
- Dr. Rothstein expressed her appreciation for the office associates making all of the recent schedule changes
- Next meeting will be Thursday, August 27, 2020 at 9:00am via Zoom during workshop week activities

Future Meetings

August 27, 2020
September 10, 2020

September 24, 2020
October 8, 2020

October 22, 2020
November 5, 2020

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