

# ACADEMIC COUNCIL

August 15, 2019

## Meeting Minutes

**Attendees:** N. Arnone, V. Beache, L. Bird, K. Hammond, M. Hendrickson, J. Hite, L. Montgomery, R. Rohan, D. Schoenenberger, D. Warner

**Excused:** K. D'Ambrisi, C. Rothstein, R. Westmeyer

**Guests:** Leia Wood, Lynda Geoffroy

### **Instructional Designer**

Leia Wood, Instructional Designer, was introduced to Academic Council. She reports to Dean Beache and is located in LRC-263 – phone extension is 2727.

### **Reading Class Presentation**

Lynda Geoffroy (Instructional Specialist) and Amy Watson (DV division adjunct) developed the RDG-095 course content. Enrollment looks good for 19/FA.

Lynda explained that testing does not gather that students cannot read. Students are struggling to read nationwide. To help these students be successful, faculty can work with Learning Support Center staff to imbed reading assistance.

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

The Enrollment Management Reports (EMR) of 8/13/19 and Con Ed Enrollment/FTE Comparison of 8/12/19 reflect the following:

- Credit / Summer 2019 ---- Total Headcount = -2.1%; Total FTE = 1.6%
- Credit / Fall 2019 ----- Total Headcount = -7.1%; Total FTE = -5.7%
- Con Ed ----- FTE: FY20 = 102.37 vs. FY19 = 89.76

Deregistration has occurred. Directors were asked to review caps and waitlists. Guided Pathways and the developmental redesign will have an impact on enrollment.

Two suggestions were offered for enrollment reporting: showing a combined enrollment total for credit and credit-free classes and adding a category for ESL students to the EMR.

### **Schedules/Load**

Directors are to continue monitoring and adjusting 19/FA schedules. Dr. Warner will be in contact with applicable division directors regarding underloaded full-time faculty.

### **Dean of Instruction Update**

The signing of the Memorandum of Understanding (MOU) agreement with WCPS for the CATE (Career and Technology Education) program will occur this afternoon in the CPB building.

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

Beginning in October, there will be Applying the Quality Matters Rubric (APPQMR) training sessions. Online classes need to be QM certified.

Dean Beache asked the division directors to encourage full-time faculty to begin reviewing their classes with the QM rubric.

The college is joining NC-SARA (National Council for State Authorization Reciprocity Agreements).

### **Placement Update**

The scheduling of students is working better. The transition has been interesting. Students don't need more barriers and we need to do everything to find a way to make them successful. Dr. Warner shared information pulled by Brad Shepard that reflected 19/FA enrollment by discipline to date. There appears to be a connection between the developmental redesign and increased enrollment in credit level math/English.

### **Faculty Assembly Chair Update**

There are more FLPTC 3 items that still need to be done (e.g., peer review committee).

### **Forms**

The faculty observation form is now a fillable PDF file. Notification of completed observations has been changed from Tammy Strite to Tyler Nedimyer. Handouts were distributed of the observation instructions and observation form. A goal is for this form to transition to a Perceptive TransForm.

The 'Request for Change of Grade' form has transitioned to a Perceptive TransForm. A link to the form can be found at <http://www.hagerstowncc.edu/faculty-staff/academic-affairs>, under the Forms and Schedules heading.

### **Classroom Guest Speakers**

Dr. Warner would like to be informed of all classroom guest speakers.

### **Faculty Offices**

A copy of the Faculty Assigned Workspaces form was distributed. The VPAASS assigns faculty office spaces in conjunction with the division director. Directors were requested to review the current information and let us know of any changes.

### **Program Coordinator Compensation**

Faculty program coordinator compensation designations were due to Dr. Warner August 1. Please ask applicable faculty to submit their information.

### **MD Promise Update**

MHEC has shared the status of the 40 students that qualified for the Maryland Promise Program.

### **Call for Papers**

A 'call for papers' handout was distributed for an Instructional Forum at Prince George's Community College. A member of Dr. Warner's affinity group shared the invitation with their group. Dr. Warner asked the directors to inform their faculty of this opportunity.

### **ESSENCE Revisions**

Dr. Pugh will be meeting with Dr. Warner at noon to discuss ESSENCE and the schedule as it is known. The meeting between HCC's directors and WCPS' department heads will be discussed. A list needs to be determined of what is going to be part of the CATE program.

**Colloquium Introductions**

It was determined in Cabinet that bios were not needed for introductions of new hires. The preference is that the individual stand, be introduced, and share what they are teaching.

**Positions/Announcements**

- Hire dates for two EM division faculty positions have been moved to January; part-time lab tech position open; Dr. Jane Choi-Doan accepted the Environmental Studies/Life Sciences faculty position
- No qualified candidates for the CSC faculty position
- Business faculty position open with a hire date of January; 43 enrolled in substance abuse program
- Two candidates for the open nursing tutor position; LSS writing position open; temporary writing position open for fall; interviews upcoming for open Instructional Specialist position; developmental math adjuncts are needed
- Looking forward to meeting at Karen’s home this fall or in December

**Future Meetings**

August 29, 2019

September 12, 2019

September 26, 2019

October 10, 2019

October 24, 2019

November 7, 2019

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