

ACADEMIC COUNCIL

August 25, 2022

Meeting Minutes

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

Minutes submitted by L. Bird

Reflection

“Give gratitude today for wherever you are in the process. Celebrate everything, not just the harvest. Count it all as joy!”
- Angela Howell

Approval of Minutes

Director Montgomery moved to approve the August 11th minutes and Director Hammond seconded the motion. The minutes were approved as written.

Enrollment Update

Dr. Warner stated that enrollment is a little lower than he thought it would be. He explained that we need to keep working on enrollment. There was discussion about possible ways to pull the enrollment data for analysis. Some suggestions were by division or program.

Dean of Instruction Update

Dr. Warner congratulated Dr. Renninger for a fabulous Celebration of Excellence meeting!

Dr. Renninger shared that there will be a textbook adoption meeting held on September 6. It is likely that there will be a new process. There is a new software package that connects with what the Campus Store currently has. The office associates will be shown the software and then the division directors and faculty. This would be for all textbooks.

There was discussion about adding McGraw Hill and Cengage publishers to the Inclusive Access options that would be offered for 23/SP. Dean Beache has already been in contact with McGraw Hill; therefore, it was recommended to at least offer McGraw Hill as an option along with Pearson. Dean Beache was asked to research offering Cengage as an option. Dr. Warner explained that we are not asking faculty to offer a textbook alternative.

There will be an “Assessment Simplified: Program Outcomes Workshop” in the Fletcher Center on September 20 at 2:30 pm.

Dr. Renninger reviewed some of the changes made to the “Academic Affairs Full-Time Faculty Guidebook” dated August 2022. The document has been posted to the OneDrive and the HCC website (<https://www.hagerstowncc.edu/docs/academic-affairs/academic-affairs-guidebook-full-time>).

Only master syllabi that have a change to the outcomes are being collected and posted on the main website.

Outcomes revisions should be sent to Dr. Renninger and Dr. Warner not to the Curriculum Committee.

Divisions should be housing their course guides. Dr. Renninger requested the directors to share a link to their course guides location.

Dean of Distance Learning Update

Dean Beache shared handouts with the agenda for new FY23 full-time faculty orientation. A flyer was also mailed to Directors and OAs.

Dean Beache also shared the D2Ladministration documentation that was given to division office associates.

Over the summer the following updates were made in D2L:

- Revisions made to the instructor training self-paced course
- Revisions made to the Learner quick guide (lesson and video)
- Revisions made to the “Guidebook for Distance Learning”
- Launched new “Work-to-do” widget on homepage
- Formatted D2L login page to match HCC branding

The “Guidebook for Distance Learning” resource has been updated, and can be found in the Instructor Resources space on D2L and the Fletcher Center website.

A widget has been added for students to the D2L main homepage, so they can now monitor upcoming and past due assignments.

- Faculty cannot see this widget, it is meant to boost student engagement.
- There is already an alternative widget for faculty updates on the course home page, but this has not been useful for students.

Respondus LockDown Browser training for faculty is scheduled today.

- Recording will be posted in the Instructor Resources space on D2L for anyone who could not attend.
- Respondus will offer live sessions each month to the faculty

At Dr. Warner’s request, Linda Cornwell and Dean Beache will work with Dean Renninger to schedule more SLOA training sessions this fall.

A concern was brought forward during the Faculty Retreat, and there was discussion about opening D2L sites one week prior to the start of classes.

- A decision is to be made as to what items in the course shell should be ready at that time. Dean Beache will follow up with a draft.
- There was a concern expressed about a conflict with full-time faculty’s non-reporting time and opening the site one week prior.

Faculty Assembly Chair Update

Dr. Schwartz shared that he is receiving some push back from faculty about opening the D2L site(s) one week prior to the start of class.

- Dr. Warner mentioned that Dr. Ohl-Gigliotti has expressed that students would like the site(s) to be open.
- Dean Beache also explained that it would benefit adult and non-traditional students to have the sites open earlier.
- Dean Beache stated there would be more consistency with this approach, versus emailing the students their syllabi prior to the start of class. She also explained that there should be consistent standards across all sections for one week prior, and then another standard for the first day of class.
- Dean Beache is to draft something for the Academic Council meeting on September 8.

There are some faculty openings for Shared Governance that Dr. Schwartz hopes to fill within the next couple of weeks. He will be sending the openings to division directors, too.

Faculty would like to help with enrollment. There were questions about meeting load and how alternative assignments are used to meet load.

Dr. Warner would like division directors to attend his meeting with faculty today so that everyone hears the same thing.

There was discussion about faculty understanding the need to accept waitlisted students as a contribution to enrollment. Dr. Warner explained that section caps should be set effectively, appropriately, and correctly. Faculty should be notified by the director if waitlisted students are allowed to enter a class.

Kirwan Update

No update

Adjunct Credentials

There are ongoing discussions about adjunct credentials. Several division directors are working on their list. Dr. Warner recommended that directors create something like the spreadsheet that Dr. D’Ambrisi shared with the group. There is no real timeline.

Unit Planning

Dr. Warner asked his direct reports to share what their FY24 needs will be with him prior to their Unit Planning meeting. It is thought that the closing the loop form is for evaluating FY22 goals. Clarification is needed.

MACC Call for Proposals

Dr. Warner reminded the directors about the 10th Annual MACC Summit (Maximizing Transfer for Student Success) call for proposals – due date of September 26. It was also recommended that Student Services be given the opportunity to submit a proposal. He asked the directors to remind their division faculty. Presentations should be 45 minutes.

Panopto Usage

Directors were reminded to ask their faculty about Panopto usage. Directors are to email Dr. Warner and copy Dean Beache with the results.

PD Approval Notification to Supervisor

L. Bird was requested to forward the automated faculty PD Approval notifications to the appropriate division director and office associate.

Outstanding Adjunct Reminder

Dr. Warner reminded the directors about selecting the 2023 adjunct of the year.

AC Attendance at VP Meeting with Faculty

Addressed earlier

Positions / Vacancies

Two full-time faculty positions remain open: CSC and DHY

Openings in DV division: PALS and LSC

Sarah Conrad, Archives and Reference Librarian, is leaving HCC

Jessica Baker (Health Sciences Division's Coordinator, Health Sciences Externships & Clinicals) has accepted a position with WSCE as their Allied Health Program Manager

Other/Announcements

Next meeting will be September 8 at 9 am in STC-182

Future Meetings

September 8, 2022

October 6, 2022

November 3, 2022

September 22, 2022

October 20, 2022

November 17, 2022