

ACADEMIC COUNCIL

August 26, 2021

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. Ryan, D. Schoenenberger, D. Warner

Minutes submitted by L. Bird

Welcome

A mask mandate begins Monday 8/30/21. Dean Beache volunteered to place a notification for students in D2L.

It was reported that some classrooms have not been setup to full enrollment capacity. Dr. Warner recommended that a School Dude work order be submitted.

There was some concern regarding faculty may need to use microphones due to the mask mandate. It was suggested that Peggy Hutson be contacted to see if there are any available. Perhaps the CARES Act funding can be used if microphones need to be purchased.

Old Business

The Faculty Dinner is this evening. Some of the directors explained that a lower number of adjuncts will be attending; therefore, some of the 'after dinner' meetings were cancelled. It faculty are concerned about attending the event, they should contact Dr. Warner and request to be excused.

Various directors shared that the majority of their faculty were in favor of changing the faculty start and end dates to August 15-June 15. Dan Ryan will be sending a survey to full-time faculty.

Per an email from Kelly Jacobs, the first pay date for full-time faculty will be September 10.

Dr. Warner reminded everyone that classes need to be covered if an assigned faculty member cannot teach.

All full-time faculty should have office hours. If they are only teaching online classes – all office hours can be online. If teaching both online and face-to-face, then both face-to-face and online office hours should be offered. Faculty should be available during listed office hours.

Dr. Warner asked the directors what their thoughts were on assessment and how they were doing.

Enrollment

Credit Fall: 8/24/21 -- HC 0.2%, FTE -1.5%

Non-Credit: 8/24/20 (FTE = 59) FY21

8/23/21 (FTE =122) FY22

The credit headcount has increased for fall. WSCE enrollment is doing well.

Dean of Instruction Update

The Community Book Drive is running through September 12th. The Library received an NEH grant that was pursued by Sarah Conrad for the Library archives.

Chelsea Brereton is working on faculty advising lists. She will reach out to some directors in an attempt to balance faculty advising student totals. She also needs to know if faculty would like to keep their own advisees/students.

Dr. Warner would like division directors to be trained with advising so they can assist faculty. A Self-Service wish list was discussed. Consideration would be given to having Angie Auldridge and/or Mike Martin attend an Academic Council meeting.

There were more than 50 in attendance at yesterday's faculty training session.

Bethany Starliper will begin her role as the Middle College office associate on September 30. A three-credit alternative assignment is still available for a faculty member to assist with the Middle College.

The 21/FA final exam schedule was posted. Dan Ryan expressed his appreciation of the clear final exam schedule.

Articulation agreements are up-to-date.

Dean of Distance Learning Update

Dean Beache emailed the 21/FA updates on distance learning to all faculty yesterday.

She reminded everyone to provide her with feedback pertaining to the "Guidebook for Distance Learning Procedures" draft, which was emailed to council members yesterday.

Salven DeMartino will be sending an email to faculty about Academic Testing Center (ATC) student guidelines, and the new instructor forms. The ATC staff has been asked to be flexible with both faculty and students as we adjust to the "new normal." Proctortrack software will not be used in the Testing Center. The Center will be flexible in the fall about paper exams; however, distance learning staff can help to convert these exams to electronic versions. The Fletcher Center will also be offering training for this conversion process, as well as alternate methods for assessing students without live proctoring.

Dr. Warner reminded the directors that effective this semester, faculty are expected to adhere to the Distance Learning guidelines. Directors are to inspect sites this fall, and contact Dean Beache if they need further assistance.

Faculty Assembly Chair Update

Dan Ryan explained that there are some faculty vacancies in Shared Governance. He sent out descriptions of the openings to the directors. The goal is to have the vacancies filled within the next two weeks. Faculty should contact Dan. There were some errors on Dean Ranalli's list and an updated list will be provided.

He summarized the topics discussed at the faculty retreat on Monday. Dr. Warner supports upward evaluations and feels they can provide the opportunity for feedback and growth.

The ARPD form was discussed and will be revised. A group will be working on the revisions.

There may be discussion about masks and social distancing at the faculty meeting with Dr. Warner this afternoon.

Unit Planning

The goal is to pull a five year strategic plan together by Thanksgiving. It will be broad goals and then the Academic Affairs strategic plan can be plugged into that. The time limit for Unit Planning meetings is 15 minutes. Departments/divisions can highlight their goals for next year and applicable resources should be requested. Directors are requested to have a discussion with Dr. Warner prior to the meeting.

Please Keep Working on Load

Directors were asked to continue monitoring load reports for scheduling efficiency. Consider merging classes. Each division/department is different and knows what works best for them.

15 Week and 1st 7.5 Week MOAs/Contracts

Directors were asked to review their 15 week and 1st 7.5 weeks classes for any 'staff' listings because MOAs/contracts will be emailed next week.

Attendance

In response to a question, Dr. Warner reiterated that faculty should be taking attendance – the method does not matter. Attendance taking is required for financial aid Title IV funding.

ARPDP

New full-time faculty members must submit the FY22 ARPDP form listing their goals for next year.

Positions

- Faculty – MLT and DH positions remain open; recent Foreign Languages applicant backed out and an adjunct was hired to teach the classes for 21/FA
- Kimberley Hamburg accepted the position of Health Sciences division office associate
- Vera Pastor begins her role as the Learning Support Specialist on the 7th

Reminder: Meeting with the Faculty Today, 2:30-4:00 pm, BSH-114

Dr. Warner reminder the directors of today’s meeting and asked them to attend.

Other/Announcements

- Next meeting will be September 9 at 9 am in STC-182
- It was asked if temporary employees could be included in more activities
- Director Rohan reports the ARCC gym floor is finished with a new logo

Future Meetings

September 9, 2021	October 7, 2021	November 4, 2021
September 23, 2021	October 21, 2021	November 18, 2021

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