

# ACADEMIC COUNCIL

August 27, 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

Madeline Cepeda shared that she is expecting a baby in March. Congratulations to the Cepeda family!

### Approval of Minutes

The minutes of August 13, 2020, were approved as written.

### Enrollment

Fall 2020: HC = -16.8%, FTE = -16%

The enrollment continues to improve. There was a recent deregistration where there was a loss of 46 students. There is much activity now with the goal of seeing the percentage improve.

### Kronos / GoEvo

Leave requests should be submitted via Kronos. It is also requested that the direct reports also follow up with an email request to Dr. Warner and L. Bird until January.

It was shared in Cabinet that the college will be moving from 24 pays to 26 pays per year. Dr. Warner requested that traditional timesheets continue to be submitted through December. Eventually timesheets will be submitted twice per month via Kronos.

Dr. Warner explained there is a manager function in the GoEvo app. It shows who has/has not checked in. He asked directors to look at their app and let him know if he needs to contact Craig Fentress about setting their manager level.

### Dean of Instruction Update

The yearly Faculty Guidebooks will not be printed this year. Dr. Rothstein will send a link to the location on the website. An executive summary is included that reflects the changes that were made.

Dr. Rothstein asked division directors to closely monitor 12 week classes. They were encouraged to open new sections if necessary. The 12 week classes will be marketed on the website.

Commencement exercises will occur on October 2 at the North Hagerstown High School stadium. More information will follow.

The 21/SP registration date is now Monday, October 5 and the veterans' registration date is September 30. The goal is for students to be able to view the schedule by September 23. Directors are to inform Dr. Rothstein if they will not be ready.

Dr. Rothstein will be emailing Academic Council the combined General Education Criteria. She plans to present the information at the first Curriculum Committee meeting. The criteria will be used to determine if a course meets the definition of a gen ed course.

Any notifications of faculty applying for promotion and/or tenure should be sent to Dr. Rothstein and L. Bird.

Dr. Rothstein reported that if an employee went on vacation in a designated COVID-19 hot spot, they should get a test and work from home until the results are received. Human Resources will need to be informed. Sick leave does not have to be used. Hot spot designations may change after Labor Day.

Human Resources will be involved if a student receives a 'red x' after taking the COVID-19 self-assessment. Dr. Rothstein explained that they follow up pretty quickly.

If a student forgets a mask, some masks can be found at building entrances.

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

There was discussion about introducing the Guidelines for Online Course Management, Version III this fall. It was studied in depth last year, but put on hold. Dean Beache explained there are currently no rules in place for online courses, and structure was needed, even though the guidelines did not have to be strictly enforced during the current COVID crisis. Feedback was requested from directors. Dan Ryan suggested that direct faculty input should be obtained one more time. Dean Beache agreed to attend Faculty Assembly to address any concerns.

There is now a contract in place with Blackboard Ally, to incorporate their accessibility checking software into D2L. More information will follow later in the fall, once the implementation process is underway. Turnitin plagiarism software purchase has also been approved for the fall semester. Dean Beache hopes that both products will be fully implemented this semester.

Dean Beache has been reaching out to division directors and program coordinators to discuss programs which lead to professional licensure. HCC is now required to disclose whether their programs meet licensure requirements by state based on the student's residence. This is due to a federal law that was made official on July 1, 2020. Dean Beache will be collaborating with the PIE department on this project.

### **Faculty Assembly Chair Update**

Dan Ryan expressed his appreciation of the division directors for assisting with filling the faculty vacancies for Shared Governance committees. He also thanked Dr. Rothstein for providing the spreadsheet that reflected the slots that needed to be filled.

Dr. Warner invited the division directors to attend his meeting with faculty this afternoon since it was not a Faculty Assembly meeting.

### **Peer Review Timeline**

Dr. Warner asked the division directors to share the timeline with their full-time faculty.

### **Performance Reviews and ARPDP Forms**

Most of the reviews/forms have been received. Outstanding forms should be submitted. Dr. Warner hopes to start the performance reviews after the semester begins.

### **Positions**

An update was provided regarding the English and Humanities Division Director search.

### **Questions/Announcements**

- Dr. Rothstein and Dean Beache thanked the division directors for their help
- Next meeting will be September 10 at 9 am via Zoom

### **Future Meetings**

September 10, 2020	October 8, 2020	November 5, 2020
September 24, 2020	October 22, 2020	November 19, 2020