

# ACADEMIC COUNCIL

August 29, 2019

## Meeting Minutes

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

### Credit and Credit Free Enrollment

The Enrollment Management Report (EMR) of 8/27/19 and Con Ed Enrollment/FTE Comparison of 8/26/19 reflect the following:

Credit / Fall 2019 -----Total Headcount = -10.4%; Total FTE = -8.7%

Con Ed -----FTE: FY20 = 113.96 vs. FY19 = 106.86

- Dr. Warner requested that directors bring any analysis they have done to the next ESSC meeting
- There will be a partnership meeting at WCPS on September 4; all division directors were encouraged to attend; follow-up meeting will be held at HCC in February
- Waitlists were discussed again

### Scheduling – Spring 2020

More needs to be done about better scheduling. One aspect would be to look at classes that have large enrollment and how they coincide with room caps. Look at the room capacity/#chairs when scheduling classes.

Consideration may be given to credit instructors teaching credit-free classes. This would help with faculty not making load. Formulas would need to be developed to convert the credit-free/Con Ed class to credit equivalents.

### Dean of Instruction Update

- Directors were asked to make pending 15 week classes dead.
- It is being proposed that quizzes of 15 minutes or less be done online or in the classroom instead of in the Testing Center. A software is being researched that has algorithms to see how many times students move while in the Center.
- Dr. Rothstein gave a 'shout out' to faculty and staff that have been helping students this week.
- Directors have access to classrooms in D2L in case of faculty absences.
- More consistency should occur when setting a waitlist cap. A process needs to be developed.

### Dean of Distance Learning Update

More training will occur this fall (October and November) and then more in the spring. The fall dates for the Applying the Quality Matters Rubric (APPQMR) training are October 4 and November 1. Directors and faculty that are part of the fall pilot should sign up for one of the classes.

*L. Bird left to work on a priority - notetaking ended.*

### Future Meetings

September 12, 2019

September 26, 2019

October 10, 2019

October 24, 2019

November 7, 2019

November 21, 2019

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