

# ACADEMIC COUNCIL

September 9, 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

Forty three students participated in the COVID-19 Vaccine Clinic yesterday. More than 700 have applied to receive \$100 for already completing the vaccination series.

### Old Business

**Inclusive Access:** There is a meeting today right after Academic Council with Tammy Crockett about the potential inclusive access expansion and process.

**Revised Promotion and Tenure Timeline:** Dan Ryan and Linda Cornwell made edits to the timeline. An updated timeline was provided. Information in the Faculty Guidebook is misleading and will be corrected.

**Unit Planning:** Dr. Warner praised the division directors for the Unit Planning meeting preparations. The close the loop form must be submitted prior to individual meetings. He encouraged everyone to highlight past successes and to present resource requests. Bring up staff needs in the meetings.

**ARPDP Revision:** Dr. Warner told Dan Ryan that he is not opposed to making a revision. Dan Ryan will speak to Rebecca Westmeyer about forming an ad hoc group to review the ARPDP form. Division directors can volunteer to be part of the group. Dr. Warner will need to review the changes. The current form submissions have been honest. There are four divisions that he needs to review and move forward to Dr. Klauber for his review/authorization. Goals need to be submitted for new full-time faculty.

### Enrollment

Credit Fall: 9/7/21 -- HC 0.1%, FTE -1.9%

Non-Credit: 9/8/20 (FTE = 89.17) FY21

9/7/21 (FTE = 138.50) FY22

Five year credit enrollment trends were discussed. A 13 year trend was shared in an ESSC meeting. There is a need to constantly be looking at increasing enrollment. Division directors were asked to consider adding more online classes due to needs. They should also increase inspection of online classes.

WSCE enrollment is up about 50 FTE.

### Dean of Instruction Update

Dr. Renninger distributed and reviewed a handout regarding evaluations done with EvalKit. The responses were up from where they were last year. They are looking at ways to increase the student response rates.

There was student feedback where they described the D2L dates not aligning with syllabus dates and dates that were in place from previous semesters.

Everyone was asked to review the draft of the FY23 Academic Calendar. Faculty input is needed. Changing the full-time faculty start and end dates may impact the calendar. The document goes to the Board of Trustees for approval in October. Discussed changes will be made and Dr. Warner will review.

Discussion about merging sections in D2L was tabled.

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

Dean Beache reminded the council members once again, to review the “Guidebook for Distance Learning Procedures” draft and share any feedback.

She encouraged directors to ask their faculty to visit “Instructor Resources” on D2L, since this space holds general info for all instructors.

Dean Beache also request feedback from division meetings, about the Distance learning updates shared during faculty in-service week.

Dr. Warner acknowledged Dean Beache’s patience.

### **Faculty Assembly Chair Update**

Dan Ryan shared there are two faculty Shared Governance vacancies remaining. The council was asked to look over the names and dates for errors. He will email the lists.

Dan also provided a summary of the recent faculty survey. There will be a follow up at the next meeting since the survey is open for another week.

Faculty will be reminded of Mike Martin’s upcoming trainings.

Faculty Assembly will be held next week in the Kepler. He is encouraging faculty to come in person, but a Zoom option is available.

### **Academic Affairs Strategic Planning**

There will be another meeting on September 24 from 9 am-12 pm in STC-182. Dr. Warner will be going through Part 2 of the document.

### **AFACCT Board Representative**

Olu Bamiduro is HCC’s AFACCT board representative.

### **Positions**

- Faculty: MLT – one applicant, DH – no applicants, and Foreign Languages – still working on it
- CVT Assistant position is open

### **Other/Announcements**

- Next meeting will be September 23 at 9 am in STC-182
- Point of contact for internships is now Dr. Ohl-Gigliotti
- Flu clinic will be held in the ARCC on September 30

### **Future Meetings**

September 23, 2021  
October 7, 2021

October 21, 2021  
November 4, 2021

November 18, 2021  
December 2, 2021

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