

# ACADEMIC COUNCIL

September 22, 2022

## Meeting Minutes

**Attendees:** N. Arnone, V. Beache, 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**

*"I fear the day that technology will surpass our human interaction. The world will have a generation of idiots."*  
- Albert Einstein

### **Approval of Minutes**

Director Montgomery moved to approve the August 25<sup>th</sup> and September 8<sup>th</sup> minutes. Dr. Schwartz seconded the motion. The minutes were approved as written.

### **Enrollment Update**

Dr. Warner explained that enrollment is a little better than at the last meeting. Director Crawford is still working on ESSENCE enrollment. There was discussion about the ESSENCE enrollment process.

### **Dean of Instruction Update**

Dr. Renninger reviewed the following:

“SU22 Response Rate Report”

“Strategies for Increasing Response Rates for Online End-of-Course Evaluations”

Drafted FY24 Academic Calendar 9-15-22

The response rate for summer 2022 course evaluations is higher than spring 2022. Dr. Renninger stated that many of the faculty ARPD forms reflected a concern about response rates. She then cited strategies for increasing response rates found in an article that she shared. Dr. Renninger requested that the directors discuss the article at upcoming division meetings along with Dr. Schwartz mentioning it in Faculty Assembly. ESSENCE student evaluations were also discussed.

Dr. Warner explained that once the guide for adjunct credentials is created, better decisions can be made and ESSENCE teachers can be held accountable.

A draft of the FY24 Academic Calendar (modeled after past fiscal years) was provided. Once the calendar is reviewed by the ESSC and Faculty Assembly, it will go before the Board of Trustees for approval. Full-time faculty contract dates were discussed due to faculty working during non-contract dates. Dr. Warner will be talking to Dr. Klauber about moving the Board approval to November. The reasoning is that the contract start date can be finalized after more review.

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

Dean Beache was excited to share that they are expanding the list of approved master classrooms. She will also be meeting with six faculty this afternoon that plan to move forward with QM certification. Division Directors are welcome to attend this meeting, but their participation is not mandatory.

The Distance Learning team is working on a D2L student satisfaction survey and are requesting feedback. A draft of the survey will be shared at the next meeting and suggestions for specific questions can be shared in advance. Dean Beache is hoping to have the survey released during Distance Learning week in November.

Due to the number of complaints about Inclusive Access (IA), starting in spring 2023 there will be a working session at the start of the semester. The meeting will be open to all faculty using IA in order to review setup and

address any concerns. The goal is to lessen stress for faculty during the course setup period, especially now that there will be three separate vendor integrations involved in the IA initiative. Dr. Warner requested that Dean Beache host this session during the January workshop for faculty. Any faculty who need assistance with IA setup during the semester should contact Leia Wood.

During the group discussion, it was recommended that Office Associates (OAs) add Inclusive Access info in their schedule change emails – especially for late start classes. The OAs should also be contacting Dr. Renninger and Tammy Crockett directly with any updates to the IA sections.

A revised draft for online course preparation was distributed. The comments from the last Academic Council meeting were added by Dean Beache. Dr. Warner requested that for the sake of time, Academic Council should review the document outside of the meeting and respond to Dean Beache directly. Once finalized, the document will go before Faculty Assembly.

If faculty would like to open their late start classes early, please inform Dean Beache, Dr. Renninger, and Brenda Huffman. The current expectation is to open classes three days prior to the start of classes. Dr. Renninger requested the Directors' help in working together to inform students of updates. Dr. Warner recommended focusing on solutions together.

### **Faculty Assembly Chair Update**

Dr. Schwartz reported that the first Faculty Assembly meeting was held last week. The next meeting will be held virtually via Teams. The meetings will alternate between virtual and in person.

Shared Governance committees are still shy a few faculty members. Dr. Schwartz emailed faculty asking for people to volunteer. He is trying to make sure faculty are aware of the procedure for bringing charges forward. The procedure can be found in "A Guide to Shared Governance at Hagerstown Community College." Dean Ranalli or Dr. Schwartz will email everyone a list of the open Shared Governance spots. It was suggested that Dr. Warner should make suggestions as to which director serves on which Shared Governance committee.

Dr. Warner asked division directors to remind faculty of the shared governance guide at their upcoming division meetings.

Communication issues were discussed.

### **Kirwan Update**

Dr. Warner appreciates everyone's patience as there are no definitive answers yet.

### **Adjunct Credentials**

Dr. Warner stressed the importance of this document. Most of the division directors have submitted their completed forms. Once the document is finalized it will be shared with WCPS.

### **Unit Planning**

Unit Planning meetings begin on Monday. Dr. Warner needs to receive his direct reports CTL forms prior to the meetings.

### **MACC Transfer Summit and Call for Proposals**

Dr. Warner reminded the directors about the MACC Summit on November 4. There are five Student Services personnel attending and he needs three from Academic Affairs. As of Monday, there were only five proposals. The due date to submit proposals has been moved to October 6.

### **Promotion and Tenure**

Eleven faculty have submitted for promotion and/or tenure.

### **Title III Grant**

HCC received the Title III Grant.

**ConexEd Implementation for Faculty**

Tabled

**Teaching in More than one Division**

Directors of faculty teaching in more than one division can see the applicable grade distribution in the other division. OAs can give directors access in D2L.

**Outstanding Adjunct Reminder**

Division directors should submit their nominations in November for Academic Council to vote in December.

**Positions / Vacancies**

- CSC full-time faculty has been hired for spring 2023
- Still need another full-time faculty for DHY
- FY24 unit planning: no new positions or reclassification unless there is a new program or is grant funded

**Other/Announcements**

- Next meeting will be October 6, 2022 at 9 am in STC-141
- Director Schoenenberger announced the PTK Club is holding a One World Festival on November 15; flyer will be emailed to everyone so it can be shared at division meetings

**Future Meetings**

October 6, 2022  
October 20, 2022

November 3, 2022  
November 17, 2022

December 1, 2022  
December 15, 2022