

ACADEMIC COUNCIL

September 24, 2020

Meeting Minutes

Attendees: N. Arnone, L. Bird, K. D'Ambrisi, K. Hammond, M. Hendrickson, L. Montgomery, R. Rohan, C. Rothstein, D. Ryan, D. Schoenenberger, D. Warner

Guest: M. Cepeda

Excused: V. Beache

Minutes submitted by L. Bird

Approval of Minutes

The minutes of September 10, 2020 were unanimously approved as written.

Enrollment as of September 22, 2020

Fall: HC -13.8%, FTE -9.4%

Headcount percentage fell compared to last week. The fluctuation is occurring because of HCC personnel not being able to go to schools and register ESSENCE students.

Dean of Instruction Update

There were positive comments regarding the 20/SU pilot that used Self-Service instead of WebAdvisor to enter students' grades. Dan Ryan will be contacting Rich Campbell to discuss his experience with the pilot. He will contact Dr. Rothstein within two weeks with any negative feedback. The ability to enter grades in Self-Service will need to be turned on by IT.

Dr. Rothstein shared there was a Zoom bombing this week during a live lecture class session. In order to protect students, the decision was made to have IT turn on the Zoom waiting room feature at the end of the day. Students will enter the waiting room prior to entering the live Zoom classroom. This would also restrict students from changing their Zoom screen names. She will be emailing the faculty soon about the decision.

Division directors were requested to encourage faculty to use D2L's virtual classroom instead of Zoom as it is more secure. Dr. Rothstein explained that an upgrade was made in D2L that increased the maximum meeting time. Dan Ryan shared that he will be asking Dean Beache and/or Brenda Huffman to a Faculty Assembly meeting for additional clarification.

There was much discussion about section caps. A suggestion was made to have tiered caps based on pedagogical requirements. The decision was made to start the discussion at the division level to give faculty opportunity for feedback. The Academic Affairs Office will be developing guidelines.

There should not be a requirement for webcams to be turned on.

Dean of Distance Learning Update

Dean Beache was not available.

Faculty Assembly Chair Update

Dan Ryan reported that he is in the process of finding volunteers for the Peer Review Committee. He will also be meeting with Linda Cornwell since the Fletcher Center is assuming the training.

Other colleges are going remote after the Thanksgiving break. He has received emails regarding what HCC will be doing. Dr. Warner said that no decision has been made to alter the schedule.

Peer Review Reminder and Update

Dr. Warner asked division directors to remind faculty about promotion and/or tenure deadlines.

ARPDP Forms / Performance Reviews

All ARPDP forms have been submitted. Dr. Klauber will be reviewing/authorizing the forms. The performance review process has begun. As Dr. Warner completes the forms, meetings will be scheduled. The review may be done during an individual's standing meeting time.

Unit Planning Complete

The Academic Affairs Unit Planning meetings with the President are finished. Carlee Ranalli is trying to move to an institutional assessment phase. The database that Brad Shepard used for pulling KPIs is failing. Mayme Kugler will be attending the October 8th Academic Council meeting to review academic reports for unit planning. She will have proposed academic reports for each of the divisions.

Distance Education Guidelines

There was discussion regarding the distance education guidelines. Student success is a concern. Students are having challenges because there is inconsistency as to where things are located within courses in D2L.

PD Process and Clarification

There are some professional development funds available (HCC and/or Perkins Grant). There is a moratorium on out-of-state, overnight travel. A professional development request form should be submitted even if the event has no expenses and/or is virtual.

Kronos and Paper Time Sheets for September

Hardcopies of the September time sheets should be submitted. Kronos may go live in October. If division directors need additional training/resources, Dr. Warner directed them to add their requests to Dawn Schoenenberger's list of questions.

Upcoming Ceremonies on October 10, 2020

- 10:00 am ---- CBES Groundbreaking (near ASA Building)
- 3:00 pm ---- Nurses Pinning (Amphitheater)
- 6:00 pm ---- Commencement (North High stadium)

Positions

- EM division: close to hiring someone for the lab tech position; open faculty positions
- HS division: HIM faculty position has been posted – no applicants; if approved by accrediting body, D. Lehman may be interim EMS program coordinator
- No updates for HU division director position

Announcements

- Herald Mail article that HCC will continue to receive grant funds for free adult education programs
- Stay safe and healthy
- Next meeting will be October 8, 2020 at 9 am via Zoom

Future Meetings

October 8, 2020
October 22, 2020

November 5, 2020
November 19, 2020

December 3, 2020
December 17, 2020

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