

ACADEMIC COUNCIL

September 26, 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, R. Westmeyer

Excused: D. Schoenenberger, D. Warner

Credit and Credit Free Enrollment

Enrollment Management Report (EMR) of 9/24/19 and Con Ed Enrollment/FTE Comparison of 9/23/19 reflect the following:

Credit / Fall 2019 ----- Total Headcount = -6.3%; Total FTE = -6.9 %

Con Ed ----- FTE: FY20 = 186.00 vs. FY19 = 178.44

Enrollment looks better. Kevin Crawford shared that next week’s report will be more accurate. Other colleges are doing deregistration.

Dean of Instruction Update

A committee will see a presentation by Respondus, online proctoring software, on October 4. There are a total of four companies that will be evaluated. Faculty will be involved in the final decision.

Ad Astra software demo was promising. Projections will be based on program pathways. Can be centralized or decentralized. Room assignments can be made by the software. The cost is \$91,000 per year. Next year it can be purchased in modular packages. A free analysis of our schedule can be done.

Dean of Distance Learning Update

QM training is occurring this fall. All division directors should attend a training session. If faculty want to be peer reviewers, they must attend training.

Beginning in October there should be one master classroom. There can be one for online and one for face-to-face. Leia will begin reviewing soon.

When submitting a Quality Matters professional development request **other than the on-campus version**, please ensure the checkbox for ‘activity grant-funded’ is selected.

There will be an OER repository that will house the ones used by HCC along with ones used by other colleges. It is free for HCC to use.

Faculty Assembly Chair Update

Clarification is needed (better parameters) for ‘low stakes’ mentioned in a recent email (Academic Testing Center).

Faculty would like to test the virtual proctoring software. Dr. Rothstein shared that multiple vendors are being considered and a vendor will be determined using faculty input.

There has been some confusion regarding the timeline for division moves from Moodle into Brightspace D2L Learning Management System. Dean Beache will send an email with the current transition schedule.

Guided Pathways

Need to start looking at aligning the appropriate math course with the appropriate academic program. If the math course is appropriate for the program, make it required. There was some discussion about ‘required’ vs.

‘recommended.’ Whatever is used should be the most successful for the student. The deadline for making the alignment is December 31, 2019.

Spring 2020 Faculty Reporting Date

There was discussion as to when faculty should report for the Spring 2020 semester after the Winter Break. Once a decision is made it will be communicated.

A question arose about whether or not online office hours are part of the 5 hour required minimum.

Announcements

- The next meeting will be on October 10, 2019
- Nancy Arnone and Laurie Montgomery are working hard on the STEM festival that will be held on October 12
- Manufacturing conference had to be cancelled due to low interest; something will be provided for the individuals that did register
- Rebecca Westmeyer shared that there are still 3 seats available for the 7 am session of the Children's Village VIP breakfast on September 27
- Bob Rohan shared that Caleb Zecher, athletic trainer, has started and that his transition is going smooth

The remaining time was dedicated to cross-division schedule building.

Future Meetings

October 10, 2019
October 24, 2019

November 7, 2019
November 21, 2019

December 5, 2019
December 19, 2019