

# ACADEMIC COUNCIL

October 6, 2022

## Meeting Minutes

**Attendees:** N. Arnone, V. Beache, K. D'Ambrisi, K. Hammond, M. Hendrickson, L. Montgomery, L. Renninger, R, Rohan, D. Schoenenberger, E. Schwartz, D. Warner

**Excused:** L. Bird, D. Poole

*Minutes submitted by L. Montgomery*

### Reflection

*“A single moment of misunderstanding is so poisonous, that it makes us forget the hundred lovable moments spent together within a minute.”*  
- Khusithrone

### Approval of Minutes

Dr. D'Ambrisi moved to approve the September 22<sup>nd</sup> minutes. Director Hammond seconded the motion. The minutes were approved as written.

### Enrollment Update

Credit (per 10/4/22 EMR):  
Fall 2022.....-3.6% HC, -2.4% FTE  
Spring 2023 .....6% HC, 74% FTE (accuracy questioned)

WSCE doing well (163.7 FTE – up 37.17 from last year)

### Dean of Instruction Update

There will be a SLOA workshop (Assessment Simplified and Great Poggging, Part 1) held via Zoom on 10/25/22 at 2:30 pm (not mandatory for faculty).

- Will focus on how to streamline outcomes by using a worksheet example: paring down (map and pare down)

OAs can begin entering the 23/SU schedule now (finish by 1/30/23). 23/FA schedule can be entered when the calendar reflects it is time to do so. Enter the classes as has been done in the past. Ad Astra is still in the testing phase. Remember to take faculty into account when scheduling back-to-back classes.

A yearlong schedule should be kept in mind for Kirwan and WCPS.

Dr. Ohl-Gigliotti sent an email about extending the withdrawal date.

Dr. Warner mentioned evening college as an idea.

The FY24 Academic Calendar (as is) goes to the Board of Trustees next week. The calendar can be revised later if needed.

Dr. Warner has contacted HR about the January 2, 2023 return date as it is a Federal holiday. He is waiting for a response.

It was requested by Dr. Warner that directors turn in at least a draft form of their division's Adjunct Credentials.

- Dr. Renninger is trying to look at similarities between divisions. She will then create a broad statement with specifics later.

Dr. Hendrickson questioned the OAs adding IA to the schedule change emails per minutes from last meeting. Dr. Renninger will check.

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

Gustavo Barbosa has left the Academic Testing Center, and Matthew Vich is now the Lead Testing Center Specialist.

We are searching for a new Instructional Designer. This position will specifically be used to support Quality Matters (QM) course certification under the Title III grant. Dean Beache recently held an informational session, discussing next steps with the seven faculty who are ready to pursue QM external review.

There will be a Panopto training webinar held next Friday. An advanced training session will be held two weeks later. Details are available within D2L Instructor Resources and on the Fletcher Center calendar.

A discussion occurred about the type of workshop available in the Fletcher Center. Director Hendrickson mentioned a specific request from her division for more sessions that were faculty led.

Directors were asked to encourage their faculty to attend Respondus training prior to finals week. Further information about upcoming sessions for Respondus is available within D2L Instructor Resources and on the Fletcher Center calendar

Dean Beache thanked everyone for their feedback regarding the “Tiered Course Preparation” document. The final version can now be found in the Academic Council Teams space, and was also attached to the email with today’s agenda. There was further discussion about the template, and general expectations for course readiness. Lively discussion ensued regarding the process for collecting faculty feedback on the draft. The final agreement was for Directors to share the information during their October division meeting, then discuss further in November division meetings. Dr. Warner and Dean Beache would address any concerns at November Faculty Assembly. Dean Beache was asked to create a survey for collecting faculty feedback. Dean Beache emphasized, that the new recommendations would only apply to online and hybrid classes. The Council also agreed, that there is a need to address how implementing these guidelines will impact Faculty reporting time.

### **Faculty Assembly Chair Update**

Dr. Schwartz shared that Faculty Assembly meets in a couple of weeks. The Executive Council will meet next week to finalize the agenda. Dr. Klauber will be attending the meeting to talk to the faculty.

### **Kirwan Update**

Dr. Renninger and Dr. Warner will be meeting with WCPS next Wednesday. There has been a lot of discussion about funding.

### **Unit Planning**

The Deans’ direct reports should have their FY24 budgets entered in Self Service by October 14 for the Deans to review. Deans and division directors are to have their budgets finalized and entered by October 21.

### **MACC Transfer Summit**

Two presentation proposals were submitted by HCC. Dr. Warner will be meeting with the committee today to help select the presentations. There are currently 168 attendees.

### **Title III Grant**

There have been a few meetings. The director and instructional designer positions have been submitted.

Guided Pathways is in the grant. One goal is to have ten courses per year over the next five years submitted for QM certification.

Student orientation will be revamped and a First Year Experience course is to be implemented.

**ConexEd Follow-Up**

It needs to be determined how many hours faculty need to spend with Retention & Registration and what the expectations are.

**Outstanding Adjunct Selection**

Reminder to submit name of adjunct nominee from the division.

**Positions / Vacancies**

- Peggy Hutson, Learning Technology Manager, will be retiring January 31, 2023
- Interviewing a second candidate for the Library archivist position

**Other/Announcements**

- Next meeting will be held October 20 from 9-11 am in STC-182
- Harald Jazdziewski – cyber safety five minutes if you want to come to classes
- 390 PALS students partner with almost 50 WCPS students
- Dr. Schwartz will be attending/hosting conference here

**Future Meetings**

October 20, 2022  
November 3, 2022

November 17, 2022  
December 1, 2022

December 15, 2022  
January 12, 2023