

ACADEMIC COUNCIL

October 7, 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. Warner

Excused: D. Schoenenberger

Minutes submitted by L. Bird

Approval of Minutes

Minutes of 8/12/21, 8/26/21, 9/9/23/21, and 9/23/21 were approved as written.

Old Business

- Dr. Warner reported that there are now 41 classes (fall and spring semesters) using Inclusive Access. The obstacles that had been encountered appear to be gone. OERs and eTexts are also used as options for students. He appreciates everyone's efforts to finding less expensive textbooks for students.
- The peer review process for promotion and tenure requests is on schedule with the timeline. Dan Ryan shared that there was training held for the reviewers last week.
- The change to the faculty 'contract' time (8/15/22-6/15/23) is faculty driven. Dr. Warner awaits the word to move forward. It was also suggested that the change be part of the strategic plan.
- Dr. Renninger distributed a draft about FERPA compliance and student interaction in merged D2L sections. The document was developed in consultation with Dean Beache. Discussion ensued and a process will be developed. The goal is to have something in place by the end of the academic year.

Enrollment

Dr. Warner shared that as of 10/5/21, the total headcount for 21/FA was .8% in comparison to last fall. The total 21/FA FTE is currently -2.4%, while 22/SP is -3.2%. Directors were asked to keep focusing on enrollment and FTE.

FY22 WSCE enrollment is down about 40 FTE from FY20.

Dean of Instruction Update

Dr. Renninger reviewed the handouts that contained the 21/FA and 22/SP late start gen ed classes (2nd 7.5 weeks). The options offered may not work for all students. Dr. Warner stressed being strategic in this session. He explained that we need to be creative to secure enrollment.

The draft of the merged course guide and master syllabus template was reviewed. Dr. Renninger thanked Dean Beache, Leia Wood, and Brenda Huffman for their assistance. Directors were asked to let Dr. Renninger know of any suggestions/changes. Some sections of the template will be mandatory while others are optional. The document will also be reviewed by Dr. Warner and Dr. Renninger so that it can be ready for faculty by November.

Dean of Distance Learning Update

Dean Beache shared, that there will be a series of D2L trainings for gradebook and QM rubric. The dates can be found in D2L's instructor resources space and the Fletcher Faculty Development Center's

calendar. During these sessions they will also review recent changes made to the Assignment tool in D2L.

The Fletcher Center has partnered with Human Resources to offer a stress management webinar for both faculty and staff. Details can be found in Fonda Franklin's email of 10/6/21. The training will be facilitated by a mental health expert, Dr. Rizza Bermio-Gonzalez.

An "Applying the QM Rubric" workshop will be held on 10/22/21 starting at 9 am in LRC-335. The training will be hosted by Linda Cornwell.

It has been agreed to make a change in the process for admissions regarding professional licensure. Individual program webpages should add a link for students so they are aware. Dean Beache offered to make the change on behalf of the Directors.

The Learning Technology unit will be placing an order soon, for microphones or webcams needed to teach online or hybrid classes. Dean Beache asked Directors to check with faculty and let her know if they need any equipment.

The "Guidebook for Distance Learning" can be found on the instructor resources space and the Fletcher Center's webpage. Contact Dean Beache if any changes need to be made. A checklist for faculty to use during course preparation, has been added to that guidebook. Director Montgomery and Director Hendrickson have edited the original checklist, in order to create a version solely for Directors reviewing online courses. Dr. Warner asked that this edited version be shared with the rest of Academic Council.

Dean Beache prepared a report that provided a snapshot of all the credit courses in D2L for 21/FA. The goal was to provide a clearer picture of which faculty members are actively participating in their online or hybrid courses. She reviewed each column of the report with the Council.

Faculty Assembly Chair Update

Dan Ryan explained that the group of faculty that will be reviewing the ARPDP form has been determined.

He explained that there were some questions about the process outlined in Salven DeMartino's Testing Center email of August 26. It was suggested that Dean Beache and/or Sal be invited to Faculty Assembly or for an information session to be offered to answer any questions.

FY23 Budget Proposals

Reminder that cost center managers are to have their FY23 budgets entered in Self-Service by the deadline of October 22.

Juneteenth Holiday

It will be proposed at the next Board of Trustees meeting that Juneteenth be added to the College Closed / Holiday Calendar for FY22 and FY23.

Perkins PD Changes

There is now a pre-approval process for the Perkins Grant to pay for professional development. Directors were asked to inform Dr. Warner of any upcoming needs.

Performance Reviews & ARPDP Update

Dr. Warner has read the ARPDP forms for six divisions. He hopes to have all of them reviewed before Thanksgiving.

There is a pilot in Kronos for the FY21 Performance Reviews. Dr. Warner would like his direct reports to review last year's goals and to submit goals for next year. They will be discussed at an upcoming standing meeting. He suggested writing a simple paragraph.

Upward evaluations may become a function in Kronos.

Title III

HCC did not receive the Title III grant. Dr. Warner will be meeting with Dr. Klauber to discuss next steps for moving forward.

Academic Affairs Strategic Planning

The next meeting will be held on October 29 at 9 am in STC-182. Dr. Warner is excited about how things are coming together.

Assessment

Nothing new to report.

Positions

No applicants for the DH and MLT faculty positions.

The foreign languages position description will be revised to be mainly for Spanish.

Other/Announcements

Next meeting will be October 21, 2021 at 9 am in STC-182

Directors Arnone, Poole, and Montgomery are getting ready for the STEAM Festival on October 23.

Dr. Warner met with Dr. Poole’s faculty departments and is willing to do the same for other divisions.

Director Hammond recognized Dr. Poole’s and Dr. Hendrickson’s assistance in providing classes to help two students meet graduate requirements.

Future Meetings

October 21, 2021
November 4, 2021

November 18, 2021
December 2, 2021

December 16, 2021
January 13, 2022