

# ACADEMIC COUNCIL

October 8, 2020

## Meeting Minutes

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

**Guests:** M. Cepeda, M. Kugler

*Minutes submitted by L. Bird*

### **Approval of Minutes**

Minutes of September 24<sup>th</sup> were approved with a revision.

### **Enrollment**

Credit Fall .... 10/6/2020: HC -6.8%, FTE -6.0%

Non-Credit ... 10/7/2019 (FTE = 251.19), 10/5/2020 (FTE = 154.70)

Dr. Warner remarked about the impressive increase in the credit enrollment figures.

### **Special Guest: Mayme Kugler – Unit Planning Academic Reports**

Most of Brad Shepard's PIE databases are not working; therefore, the academic reports will need to be recreated. Mayme Kugler presented what she has completed to parallel what was provided in the past. She shared examples of the reports and explained the data. Each division director was emailed copies of the reports for their division. The next phase would be to give appropriate personnel access to Informer so they can pull data and access it anytime. Directors were told to contact Mayme with any questions. She is willing to meet one-on-one or as a group. The directors were pleased with the information that was provided. They felt it was easy to read and useful. The next deliverable will be the grade distribution reports.

### **Dean of Instruction Update**

Dr. Rothstein mentioned that there was discussion at Cabinet about the ability to offer more face-to-face classes summer 2021 along with fall 2021 offerings being close to normal. Directors were encouraged to talk with their faculty to see what is comfortable and start transitioning. There will still need to be backup plans developed.

The spring 2022 schedule should be completed by May or the end of June.

The FY22 Academic Calendar is being reviewed. A potential spring 2022 Good Friday holiday (pending Board of Trustees approval at the October meeting) has been added back in. This holiday is not reflected on the calendar that was distributed. It will need to be determined if the Saturday following the potential holiday will be designated as a holiday, too.

There will be another pilot this fall for inputting grades in Self-Service. Directors were asked to provide Dr. Rothstein with the names of volunteers from their divisions. Once she receives all of the names, she will contact IT so they can turn on the ability to enter grades for those individuals. Dr. Rothstein will inform Dr. Warner of the total number of volunteers.

Everyone needs to move to Self-Service by spring. It provides the student's preferred name. Input was received stating that Self-Services is not setup correctly for all. It was recommended that IT ensure the correction button/options are available. Dr. Rothstein will consult with Mike Martin to determine what should be available on the faculty and advising tabs. She will then provide the information to IT.

## **Dean of Distance Learning Update**

Dean Beache reported that the Turnitin software training has been completed by faculty. If there are any questions, contact Dean Beache or [distlear@hagerstowncc.edu](mailto:distlear@hagerstowncc.edu).

If anyone is hearing issues from students or faculty about Proctortrack, please share these comments directly with either Dean Beache or the Testing Center staff, so they can be addressed with the vendor.

Live workshop sessions will continue to be offered until October 31<sup>st</sup>, on topics such as “advanced usage of D2L tools” and “alternative test design.” Directors were requested to remind faculty of the upcoming sessions being offered by the Distance Learning, Learning Technology, and Fletcher Center staff.

There has already been administrator and staff training sessions for the Ally accessibility tools this month. Once the product is launched, it will be a significant change to the appearance of the D2L classroom. More information will be coming soon on faculty training and support sessions.

Distance Learning completed a workshop session in D2L with the office associates (OAs), and Dean Beache reported that the session went well. OAs can now make minor enrollment changes for the classes within their specific division.

Dan Ryan and Dean Beache met to discuss the “Guidelines for Online Course Management” document. After the discussion, several revisions were made, and the document was resent to Academic Council. Please send any additional comments to Dean Beache and Dan Ryan. Dan also shared, that he felt that it was a good meeting and a lot was accomplished. He is meeting with the Executive Committee this afternoon. Dr. Warner said he was very encouraged by the developments.

Dean Beache explained, that faculty can contact Leia Wood directly to set up individual appointments for reviewing their online courses. Dr. Warner requested the directors to encourage their faculty to reach out to either Leia Wood and/or Linda Cornwell.

## **Faculty Assembly Chair Update**

Dan Ryan shared that he and Dean Beache worked hard on the guidelines. They could be rolled out in phases. He thinks things can be worked through and can get everything done by next fall.

## **Course Caps – Division Discussion**

Directors reported that, for the most part, there were good discussions with their divisions. It was suggested that maybe more discussion is needed – perhaps meet as a small group (Dan Ryan, Dr. Rothstein, Dr. Warner and a few others). Dr. Warner reiterated that there should be equity among the divisions. More information is needed (e.g., definition of a section).

## **Distance Education Guidelines**

The guidelines will proceed as a revised draft and we will ease into them through a collegial consensus effort.

## **D2L Course Shells**

Dr. Warner will discuss D2L course shells with individual directors. Faculty are responding favorably to getting course shells up to standards. He asked the directors to ‘inspect what we expect’ and not be punitive.

## **Textbook Costs**

Textbook costs by division were shared with the directors. Dr. Warner asked that the cost for textbooks in each division be reviewed.

### **Performance Reviews Ongoing**

Performance reviews are ongoing. As forms are completed, L. Bird will notify individuals of their review date.

### **Guided Pathways**

Directors were requested to start working with their faculty again to determine which English and mathematics gen eds are appropriate along with pre- and co-requisites.

### **SLOA**

Institutional Learning Outcomes will need to be approved by the Board of Trustees. Dr. Rothstein and Carlee Ranalli continue to work on templates and are still looking at mapping.

### **Kronos**

There are no updates. Timesheets should continue to be submitted until told not to.

### **Positions**

- HU division director search will move forward; candidates have been narrowed down to five; interviews will be scheduled soon
- A lab assistant, Elizabeth George, has been hired in the EM division
- A position requisition has been submitted for the foreign language full-time faculty position that will be vacated by Tom Seward at the end of the year
- One applicant for the HIM full-time faculty position; however, they are not willing to relocate from Chicago
- Dawn Schoenenberger reported she is working on the National Career Readiness Certificate (NCRC) as part of WorkKeys

### **Announcements**

- Next meeting will be October 22, 2020 at 9 am via Zoom
- Dawn Schoenenberger shared that she is working on a new endeavor with a manufacturing company in Hagerstown and onsite classes will be offered to 15 students
- Laurie Montgomery reminded everyone to send her their favorite recipes for a cookbook
- Dr. D'Ambrisi explained that there are now actual (live) patients in the dental clinic; proposal for a medical laboratory technician program almost complete

### **Future Meetings**

October 22, 2020  
November 5, 2020

November 19, 2020  
December 3, 2020

December 17, 2020  
January 14, 2021

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