

ACADEMIC COUNCIL

October 10, 2019

Meeting Minutes

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

Excused: J. Hite

Guest: Mike Martin

Advising/Student Services Updates

Mike Martin is creating a 'who does what' document that will help Academic Affairs. It will be shared at a later date. He also provided the following handouts: 20/SP registration deadlines calendar, 20/SP and 20/SU tuition scale by number of credits (tuition increase), list of 2019-2020 certificate programs that do not require ENG-101, and tuition payment plan information.

- Athletes had conflicts with 19/FA classes so Advising prescheduled them for 20/SP
- Spring 2020 Registration starts soon; make sure classes are in place by Monday, October 14; veterans' registration begins Wednesday, October 16
- A small tuition increase begins 20/SP

Side Notes

- ✓ Dr. Warner assigned Dean Beache to monitor online classes; ensure they are happening based on advising needs
- ✓ Not all classes were entered in Datatel by the September 16 deadline
- ✓ Need to align math courses with academic program by December 31; math faculty are willing to come to division meetings and discuss the alignment; pathways need to be aligned

Credit and Credit Free Enrollment

Enrollment Management Report (EMR) and Con Ed Enrollment/FTE Comparison of 10/8/19 reflect the following:

Credit / Fall 2019 ----- Total Headcount = -8-4%; Total FTE = -7.6 %

Con Ed ----- FTE: FY20 = 251.19 vs. FY19 = 207.39

The enrollment projections for unit planning will be reviewed by Dr. Warner and Dr. Rothstein. Programs will need to be reviewed to determine whether there is growth or not. Add extra information to help with Brad Shepard's data.

Dean of Instruction Update

Dr. Rothstein asked the directors to ensure that schedules are input in Datatel one month ahead of the registration date so there is time for checking meetings times and other reviews. Students can view the schedule two weeks prior to the date that registration opens.

Should meet to look at FY21. A goal is to be able to give students a yearlong schedule.

Faculty need to review the FY21 Academic Calendar.

Dean of Distance Learning Update

Beginning 19/FA, the TCS and DV divisions started offering classes in D2L. By 20/SP, the HU and EM divisions should be doing the same.

Several faculty completed the QM training last week. There will be other training held during the 20/SP semester.

There are two free seats remaining for the upcoming online Peer Reviewer Course - let Dean Beache know if interested.

Leia Wood has started looking at Master Classrooms. She will use a checklist she created from the D2L conversion manual.

The OER website will be starting soon. Kendra Perry will be contacting the division directors.

Faculty Assembly Chair Update

There were questions about the mandatory defensive driver training. Dr. Warner explained it was a requirement of the college's insurance company.

Dr. Rothstein was asked if there were more parameters for 'low stakes' testing. She is continuing to work on the clarification.

Shared Governance Council Meeting

There will be a Shared Governance Council Meeting on November 1 at 2 pm. Meetings have begun for the Faculty Affairs Committee (SEOF revision and tenure) and the ad hoc Peer Review Committee. The Peer Review Committee is scheduled to end in December. The Faculty Affairs Committee meets once per month. Tenure requirements will be reviewed. The Curriculum Committee has already met.

Adjunct PD for QM Training

Adjuncts are temporary employees and do not receive benefits. Professional development is considered a benefit. If there are vacant seats in QM training after full-time faculty have registered, then adjuncts that need training for peer reviewer status can attend.

UP Division Directors Meeting

There is no longer a division directors Unit Planning meeting.

Announcements

- Next meeting will be October 24, 2019
- Dr. Warner will be making a decision about the faculty return date for 20/SP
- STEM festival is this weekend
- Drone certificate has been approved
- Successful flu clinic yesterday
- Some candidates for open positions in the EM division
- No applicants for the CSC position in TCS division

Future Meetings

October 24, 2019
November 7, 2019

November 21, 2019
December 5, 2019

December 19, 2019
January 2, 2019

cc: J. Klauber, T. Jackson, C. Ohl-Gigliotti, B. Kirkpatrick, C. Ranalli, division office associates, T. Strite, Faculty