

# ACADEMIC COUNCIL

October 22, 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

**Guest:** M. Cepeda

*Minutes submitted by L. Bird*

### Approval of Minutes

The minutes of October 8<sup>th</sup>, 2020 were unanimously approved as written.

### Enrollment

Credit Fall..... 10/20/2020 (HC = -7.5%, FTE = -6.3%)  
Credit Spring (misleading – 2 weeks ahead)..... 10/20/2020 (HC = 22.1%, FTE = 14.2%)  
Non-Credit..... 10/19/2020 (FTE = 158.81), 10/21/2019 (FTE = 281.42)

Kevin Crawford emailed a five year enrollment trend. There was an increase in the early years then enrollment tapers off.

### Dean of Instruction Update

Dr. Rothstein and Carlee Ranalli continue to meet regarding assessment – associating program map to ISLO. Contact Dr. Rothstein with any feedback. They are also looking for a few faculty volunteers who would be willing to associate their program map in ISLO. Once some are in place, a process could be developed and a template could be created for faculty to follow.

Information will be shared with directors for feedback regarding program reviews being done every five years. Program coordinators would complete most of the work. PIE will also provide data. Once a timeline is in place it will be presented to Academic Council then to faculty and program coordinators.

Academic Standards will be looking at different models for course outcomes. A rubric may be developed.

Communication, critical thinking, and diversity will start being reviewed next year. Professionalism and scientific quantitative reasoning will be the year after. Dr. Warner is very encouraged with the progress as now someone will be monitoring and reviewing the data.

Dr. Rothstein requested the directors to look at any 21/SP classes held on campus and ensure the classroom is set up for social distancing. If unsure, directors were encouraged to email Eric Byers.

The FY22 Academic Calendar has been revised to include an additional April holiday weekend (Friday-Sunday). This change would mostly affect the CVT weekend classes.

Dr. Rothstein will be researching to see if next fall’s registration dates should be changed to opening two weeks earlier like this fall. She will be obtaining feedback from Academic Council and the ESSC.

The number of summer sessions is being reviewed. Dr. Rothstein will be working with Dr. D’Ambrisi and Karen Hammond to determine the needs for their divisions. If there are sessions that are specific to a division, they will be labeled as such.

### Dean of Distance Learning Update

Dean Beache reported that Proctortrack went down because of a security breach last week. They had resumed services as of that morning. However, the Testing Center will remain open for student appointments until Sunday, October 25 as posted.

There was a soft launch of Ally on Monday. Faculty will be trained on the product. There will be three training sessions for faculty over the next month. There will not be much change in the appearance of D2L for students.

Linda Cornwell will be offering a two week ‘Applying the QM Rubric’ online workshop starting October 28. Faculty are encouraged to attend. Once the course is completed, they will have the certification for life.

The first meeting for the learning outcomes trial group in D2L was yesterday. We expect to expand the usage of the learning outcomes tool in the Spring. We are working through these steps to ensure the setup is being handled effectively, and will support the institutional-wide outcomes alignment process. As requested, Dean Beache will send an email to directors, so they can know which faculty are involved.

### **Faculty Assembly Chair Update**

Dan Ryan requested clarification regarding the various sessions offered during the summer. Dr. Rothstein will be seeking additional information from the HS and NUR division directors to determine which sessions are needed. Once resolved, the council will be informed.

There was much discussion regarding directors using the QM rubric as part of faculty observations. Dan Ryan recommended that communication begin at the division level regarding QM expectations.

Dr. Warner reminded everyone that Dr. Klauber wanted online classes to be QM quality. He is hopeful Dean Beache’s ‘Guidelines for Online Course Management’ will help address issues. Dr. Warner recommended that directors have faculty reach out to them with concerns.

### **Inclusive Access**

Dr. Rothstein, Laurie Montgomery, and Finance are working on Inclusive Access. Dr. Warner has been speaking to each division director at their standing meetings regarding textbook costs.

### **Salary Increases**

The HCC Board of Trustees approved a 3% salary increase along with a midpoint adjustment of 3% effective 11/1/2020. Adjustments were also made to the FY21 Temporary and/or Grant-Funded Workers and Stipend Pay Rate Schedule. Those changes become effective 21/SP.

### **Kronos**

Nothing new to report.

### **Performance Reviews Ongoing**

All performance reviews have been scheduled.

### **Positions**

After recent interviews, there are two finalists for the HU director position. Zoom meetings will be scheduled for the candidates to meet with division faculty, Academic Council, and Dr. Klauber. The possible hire date is January 2021.

### **Announcements**

- Nancy Arnone shared that the solar project has been completed for the energy house
- Dawn Schoenenberger is excited that Adult Ed is now moving forward with programs
- Next Academic Council meeting will be November 5 at 9:00 am via Zoom

### **Future Meetings**

November 5, 2020	December 3, 2020	January 14, 2021
November 19, 2020	December 17, 2020	January 28, 2021

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