

ACADEMIC COUNCIL

October 24, 2019

Meeting Minutes

Attendees: N. Arnone, V. Beache, L. Bird, K. D'Ambrisi, M. Hendrickson (arrived @ 10 am), J. Hite, L. Montgomery, R. Rohan, C. Rothstein, D. Schoenenberger, D. Warner, R. Westmeyer

Excused: K. Hammond

Approval of Minutes

Dr. Warner explained that beginning with the October 24 minutes, approval will be obtained from the Council before distribution.

Credit and Credit Free Enrollment

Enrollment Management Reports (EMR) of 10/22/19 and Con Ed Enrollment/FTE Comparison of 10/21/19 reflect the following:

Credit / Fall 2019 ----- Total Headcount = -8.1%; Total FTE = -7.4 %

Credit / Spring 2020 ----- Total Headcount = -7.5%; Total FTE = -3.7 %

Con Ed ----- FTE: FY20 = 281.42 vs. FY19 = 249.04

Dr. Warner requested that any ideas or suggestions for enrollment be brought forward. Perhaps faculty could announce in their classes that 20/SP registration started on October 21.

With Brad Shepard's departure, IT will address the distribution of advisees to faculty.

Directors were reminded to submit their enrollment projections for Unit Planning. Dr. Warner recommended looking at trends over the past two years. Examine all programs for enrollment projections.

Scheduling

Potential college software purchases are Ad Astra (scheduling software) and Ellucian CRM (Constituent Relationship Management). The CRM would work with the schedule building software.

The 20/SP registration started on Monday, October 21. The office associates can begin entering the 20/SU classes. All 20/SU classes should be entered in Datatel by February 10, 2020.

A suggestion was made to develop a yearlong schedule in Excel since the FY21 registration dates have not been entered in Datatel. Dr. Warner is willing to dedicate an Academic Council meeting to developing a FY21 yearlong schedule. Faculty should also be involved.

Directors need to ensure the pathways reflect the correct English and math courses. They were also reminded to review their prerequisites and co-requisites.

There was a discussion about adding to the catalog course descriptions when courses were offered. Pathways should be correct for this to work. If the additions were made, all divisions would need to provide the information for all of their courses. Projected submission would be March or April.

The Guided Pathways suggestion for adding a course in career exploration was discussed.

Dean of Instruction Update

MHEC has approved the following proposals: Technical Studies AAS and Unmanned Aerial Systems Technician LDC. The Exercise Science and Health AS program proposal was submitted last week.

Any academic-related Maxient submissions for faculty complaints will be directed to Dr. Rothstein. She will then contact the division director.

The final draft of the FY21 Academic Calendar was distributed. There was discussion about the 21/SP semester end date. Dr. Rothstein will review her data.

Dean of Distance Learning Update

Adjuncts who design classes for their division in D2L will not be given access to edit their colleagues live classes. Any additional changes or review in those situations, should be made by the division Director.

There will be two open forum sessions (November 12 and 14) to collect feedback from faculty teaching in D2L 19/FA. Details were emailed and posted in the Instructor Resources course on D2L. Issues can be discussed along with sharing best practices. Faculty teaching in D2L 20/SP should attend. Anyone else interested can attend.

In addition to virtual training which started in June, live training sessions are available now for all faculty.

There is one more demonstration for online proctoring that will be used in the Academic Testing Center. The goal is to make a decision this fall.

There is a Seat Bank offered through MarylandOnline (MOL). This provides access to a variety of courses that may not be offered by HCC. Contact Dean Beache or Peggy Hutson for additional details.

The Quality Matters training session on November 1 will be held at HCC. There will be additional sessions offered in the Spring 2020 semester, for anyone who could not attend the session this Fall.

Faculty Assembly Chair Update

There was discussion in the executive committee about D2L feedback. Per Dean Beache, feedback sessions will be offered November 12 and 14. A document tip sheet will be produced after the feedback sessions.

January Return Date for Faculty

There was discussion regarding the return date for faculty after the winter break. Dr. Warner explained that the official return date for all employees after the break is January 2, 2020. He will be emailing more specifics to the full-time faculty.

SEOF issues with Spring 2019 and Summer 2019

No results were processed for the 19/SP and 20/SU SEOF forms prior to Brad Shepard's departure. It was suggested that perhaps an Excel spreadsheet summary can be developed. No comparisons will be provided.

SLOA Update

The assessment committee will be addressing a portion of the SLOA revisions. There should be a representative from student services.

The gen ed outcomes may become the same as the Institutional student learning outcomes. Things should be less distributive and more cross-curricular for Middle States compliance. There should be better analysis and less collection. Consideration is being given to creating a rubric for more consistency. The timeline has to be revised. Dr. Warner will work with Dr. Ohl-Gigliotti on the student services side.

Another assessment prep meeting (Dr. Warner, Dr. Rothstein, Carlee Ranalli) has been scheduled.

Faculty Peer Review Committee

The peer review committee will be finished soon.

Faculty Affairs Committee

The Faculty Affairs committee (studying SEOF) is meeting once per month. There is a meeting this afternoon. The committee is still in the discussion stages.

Governance Council Meeting

The agenda has been set for the upcoming meeting on November 1.

GP: Math Course and ENG-112 Alignment

DEALS and English/Humanities division faculty are available for consultation. The alignment must be completed by December 31.

Prereqs and Coreqs Presentation at January Workshop

Dawn Schoenenberger will offer a seminar during January workshop week.

Announcements

- Next meeting will be November 7, 2019
- Sheriann Holder has accepted the Intake Specialist position; Dawn shared she is a quick study and has a social work background
- Distribution of the preliminary 20/SP load reports will begin Monday, November 4
- STEM festival will have the same budget next year-Lions Club was excited; alternate offerings will be considered for next year
- Dawn thanked whoever was responsible for Holiday Calendar changes that affect individuals that work weekends
- Dr. Warner shared that no new 11 month faculty will be hired

Future Meetings

November 21, 2019
December 5, 2019

December 19, 2019
January 2, 2019

January 16, 2019
January 30, 2019

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