

# ACADEMIC COUNCIL

November 5, 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 22, 2020 were unanimously approved as written.

### Enrollment

Credit Fall.....11/3/2020 -- HC = -6.8%, FTE = -4.9%

Credit Spring .....11/3/2020 -- HC = -20.9%, FTE = -25.2%

Non-Credit.....11/2/2020 (FTE = 163), 11/4/2019 (FTE = 192)

There was much discussion regarding enrollment. Various thoughts were offered as to reasons behind the decline: student’s difficulty with registering in Self-Service, need to find barriers, be proactive not reactive, etc. Dr. Warner recommended discussing this further in the next ESSC meeting.

Dawn Schoenenberger acknowledged Teresa Thorn for the work she is doing with Middle College students to obtain assistance due to mid-term deficiencies.

Dr. Rothstein mentioned that she is seeing a high percentage of students not doing work with online instruction. It is especially difficult for students taking science and math. Professional development funds are available via the CARES Act for faculty who want to improve their online teaching. She asked the directors to discuss this availability at upcoming division meetings. Dr. Warner thought division directors could get a sense of who wants training. It is not punitive – it is an opportunity for growth and development. Perhaps faculty that are confident with online teaching could share their experience. Dan Ryan will ask for volunteers in Faculty Assembly.

Dean Beache mentioned there will be a 2-hour QM live workshop for all of the full-time faculty during the January in-service.

Dan Ryan mentioned adding a general breakout room for online discussion – not necessarily about class.

### Dean of Instruction Update

Dr. Rothstein discussed HCC’s interest in Title III. It is a long, long process with multiple meetings and phone calls. Below is an approximate timeline:

RFP received ----- December or January

RFP submitted ----- February or March

Funding received----- October

Funds would support QM training, online development, hiring another instructional designer, adding a first year experience course, etc. It is geared toward classes that have high enrollment and low success.

She reported that other colleges are not finding the Advise software a viable option. Other less expensive options are being reviewed. Dawn Schoenenberger recommended looking at Strategic Tutoring and Navigate. She also shared a good document about guided pathways with Dr. Warner that he is willing to share.

Dr. Warner was excited about these conversations as they are under Guided Pathways.

## **Dean of Distance Learning Update**

The first of three Ally faculty training sessions has occurred. There will be two additional sessions, and those recordings will be shared with any faculty who cannot attend in-person. A full launch will happen in D2L by Friday, November 6<sup>th</sup>, and all features will be available to faculty and students. During the previous live workshop sessions, the Ally staff have commented favorably on our institutional accessibility score, which is currently over 70%.

QM workshops are now being scheduled for January. The focus will be using the QM rubric to redesign or rethink content for online classes. This will be different from the basic Applying the QM Rubric (APPQMR) training provided by the Fletcher Center. QM Workbooks are also being purchased for all faculty and will be made available in the spring semester at the Fletcher Center.

Faculty may schedule one-on-one appointments with the instructional designer, Leia Wood. At the moment, she is only reaching out directly to those faculty who are building Master Classrooms (MCs). However, anyone can contact her to schedule private sessions or request her to meet with a larger group at division meetings.

## **Faculty Assembly Chair Update**

Dan Ryan shared that faculty are confused about the difference between a master syllabus and course guides. Much discussion followed. Dr. Warner explained that a master syllabus is given to the division office associates each semester. Some of the items on the master syllabus are required by law (e.g., accessibility), faculty reserving right to change things, etc. The course guide is what faculty personalize and share with their students: things that are specific to the course they are teaching, topical outline, grades, assignments, etc.

He also reported that there has been good discussion about QM and reviewing courses. Some directors have reached out to their faculty to explain how it is being used.

Dr. Warner clarified that directors should be reviewing syllabi each semester.

## **D2L Master Classrooms**

There is a need to find a consensus regarding D2L Master Classrooms. Hopefully the guide will make things more consistent. Faculty can begin utilizing Leia more. Some divisions are ready.

Dr. Rothstein asked everyone to remember that in the end, it is all about student success. If things are inconsistent it makes it more difficult for students. While this change is difficult, it is the one thing within our power to make students more successful. Dawn Schoenenberger explained that consistency is important for the students.

Dan Ryan agreed with Dr. Rothstein. It should be as smooth as possible for students. He also questioned whether course descriptions should be reviewed. Dr. Rothstein agreed that they should. She explained that course descriptions will be sent out intermittently for review. Dr. Hendrickson stated that there should be some guidelines developed for reviewing course descriptions.

## **Final Exam Schedule**

There was discussion as to whether a final exam schedule was needed for 20/FA. Directors were asked to discuss this in the upcoming division meetings to see what faculty would like to do so a consensus can be achieved. Dan Ryan will also be discussing this in Faculty Assembly.

Dr. Rothstein explained that exam week is the last seven days of the semester.

## **Caps and Social Distancing**

A minimum enrollment of 10 students is need for full pay. Dr. Warner will be as flexible as possible with division directors and faculty.

## **Salary Letters**

Dr. Warner shared that FY21 salary letters were mailed last Friday.

## **Unit Planning**

Dr. Warner does not believe the FY22 Budget/Unit Planning Timeline is still accurate. He recommended that the directors go ahead and make needed requests.

## **SLOA**

Faculty feedback was received regarding SLOA. They would like reporting out to slowdown. An ad hoc faculty committee should be formed to obtain faculty input. A timeline will need to be determined.

## **Kronos**

Dr. Warner stressed that Kronos leave requests be entered and accurate for the October 16-31, 2020 timeframe. The leave accrual will be reimported. Paper timesheets should continue to be submitted until told otherwise.

## **MLK Day**

Dr. Ohl-Gigliotti shared that MLK day will be celebrated virtually on Thursday, January 14 at 2:30 pm. Not all of the details have been worked out. Everyone is encouraged to attend.

## **Fall Online Evaluations**

The 1<sup>st</sup> 7.5 week 20/FA evaluations are finished. There was a 47% return rate. Hopefully that rate will increase.

## **Outstanding Adjunct**

Louise Bird will email the directors and office associates specifics for determining the 2020 outstanding adjunct of the year.

## **Positions**

- A Zoom meet and greet (division faculty and Academic Council) will occur for the two HU division director finalists; hopefully a director can be determined by the end of November and start 21/SP
- Applications have been received for the foreign language faculty position
- Biology position(s) have not been posted
- No student worker positions will be filled for spring
- ASL adjunct faculty candidate will be interviewed by Dean Beache
- No applicants for the HIM faculty position; Cheryl Keller retiring end of December

## **Announcements**

- Next meeting will be November 19, 2020 at 9 am via Zoom
- Nancy Arnone reported that the Energy House had produced 7.72 kw today
- Dr. Hendrickson and Nancy Arnone mentioned that Passport truncates lines on the final copy of the faculty observation forms
- Dean Beache asked the directors to encourage faculty to attend the second workshop session with the Ally vendor team tomorrow; very engaging trainer

## **Future Meetings**

November 19, 2020  
December 3, 2020

December 17, 2020  
January 14, 2021

January 28, 2021  
February 11, 2021

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