

# ACADEMIC COUNCIL

November 7, 2019

## Meeting Minutes

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

### Approval of Minutes

Minutes of October 24, 2019 approved with one change.

### Credit and Credit Free Enrollment

Enrollment Management Report (EMR) of 11/5/19 and Con Ed Enrollment/FTE Comparison of 11/6/19 reflect the following:

Credit / Spring 2020----- Total Headcount = -4.4%; Total FTE = -1.9%

Con Ed ----- FTE: FY20 = 302.69 vs. FY19 = 272.77

A few times each year, the division directors would like to see a DER that compares multiple years on a single report. Another request was for PIE to intermittently provide a report that combines credit and noncredit enrollment.

There was discussion regarding enrollment as of the census date vs. end of the semester enrollment and which number should be used when projecting the number of classes needed.

### Scheduling

Spring 2020 registration is underway. Summer 2020 classes should be entered in Datatel by February 10, 2020.

### Dean of Instruction Update

**On hold (waiting for JChilds' response):** Dr. Rothstein presented the idea of the division office associates entering the specifics from the Vehicle Registration cards in the spreadsheet used by Campus Police.

### Dean of Distance Learning Update

Dean Beache reminded the division directors of the two open forum sessions on November 12 and 14. The faculty that were part of the fall pilot and spring cohort should attend. Any other interested individuals can attend.

The online proctoring software continues to be reviewed. A decision should be made by December.

She referred the directors to Linda Cornwell's email about upcoming QM training on Fridays (January 10, February 7, and March 27). Vidda can provide the directors with the names of faculty that have attended the training to date.

Dr. Warner requested documentation be kept for which faculty have received D2L and QM training.

### Faculty Assembly Chair Update

Rebecca Westmeyer asked whether the 19/FA SEOF evaluations should be administered since the 19/SP and 19/SU evaluations have not been processed. Dr. Warner responded that the SEOF evaluation process should continue as it has in the past. He also shared that comments and responses to the questions could be ascertained.

Dr. Warner elaborated on how SEOF information can be used by faculty (professional development) when creating their ARPDP. Various members felt that the scores/comments had a place in faculty assessment. He reiterated that the score of 75% on the SEOF instrument no longer applies to promotion and tenure. Consideration is being given to Academic Affairs creating a rubric for promotion and tenure.

### **Curricular Matters**

Dr. Warner sees certain curricular matters relating to credit enrollment, scheduling, and load reports: course prerequisites and co-requisites, English and math course alignment for academic programs, requiring research papers, and revising the curriculum and its potential impact on enrollment/load.

Directors were asked to guide their faculty with revisions for the next catalog (e.g., reading, English, and math prerequisites). There was discussion regarding assessing content as opposed to writing a paper – prerequisites and co-requisites should also be considered.

Dawn Schoenenberger will be offering a co-requisites and prerequisites session during January 2020 in-service. Dawn and Josh Hite are willing to meeting with faculty as a division or individually. The review process should be completed by April. Dawn shared there are two LSS and two librarians that are English majors that could also assist. Perhaps a signature line should be added to the curriculum change form for developmental division approval is there is a change to co-requisites/prerequisites.

There are four math courses (MAT-101, MAT-109, MAT-115, or MAT-114) that should be used, but it depends on the student's track – needs to be aligned appropriately based on the program pathway. An exception chart may be helpful for registration and advisors.

Laurie Montgomery was given kudos by Dr. Warner for her science curriculum work. Dr. Warner and Dr. Rothstein would be willing to meet with any director to discuss their division's curriculum.

### **Peer Review Documents and Discussion**

Dr. Warner requested that the directors share/review the proposed process developed in the peer review committee at today's division meetings. Faculty Assembly will also review/discuss the information. The hope is to put the process in place for FY21 promotion and/or tenure requests.

### **Fall Load Forms Enrollment and Schedules**

The 19/FA teaching schedules were recently reviewed by Dr. Warner. The overload guideline in the Academic Affairs Guidebook is "... the total assigned load of a full-time faculty member during the fall and spring semesters should not exceed 21 credit hours per semester, unless special or emergency circumstances call for a waiver of the limit by the Vice President of Academic Affairs and Student Services or designee." The Council may develop a broad policy as to how many days per week faculty should be on campus. More to follow.

### **Spring Scheduling Ideas and Option**

Where appropriate, consider cross-discipline teaching. Con Ed teaching opportunities should also be considered if there are load concerns. The conversion of CE to credit load value needs to be determined. Alternative assignments (e.g., something that builds enrollment) requests should be a last option.

### **Enrollment Projections**

Four division directors have submitted enrollment projections for FY21 unit planning. Dr. Warner should have his projections to Trevor Jackson by November 15. Online (Dean Beache) enrollment projections should also be submitted.

### **Unit Planning**

Dr. Warner's FY21 unit planning meeting with Dr. Klauber is next week. E. Bird will be reviewing submitted FY21 resource request forms for student worker hours.

### **Professional Development Forms**

Dr. Warner is reviewing the HU division ARPDP forms. Once complete, they will be given to Dr. Klauber for review/authorization.

### **Cell Phone Numbers**

Division directors provided Dr. Warner with their cell phone numbers as an alternative contact method.

### **Positions**

- Applications have been received for the Chemistry and Biological Sciences/Anatomy & Physiology faculty positions; phone interviews taking place
- Psychology faculty position has been posted
- 2 assistant coaches are needed
- LSS writing position filled – Caleb Shank starts January 2

### **Announcements**

- Trevor Jackson has resigned effective 1/10/20
- Anne Shepard has resigned effective 12/6/19
- Chris Lewis will retire from his mathematics faculty position at the end of the fall semester
- Rebecca McDermott has accepted the Grants Development office associate position
- Need to determine a date for the holiday gathering at Karen's
- Next meeting will be November 21

### **Future Meetings**

November 21, 2019  
December 5, 2019

December 19, 2019  
January 2, 2020

January 16, 2020  
January 30, 2020

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