

# ACADEMIC COUNCIL

November 17, 2022

## Meeting Minutes

**Attendees:** N. Arnone, V. Beache, L. Bird, K. D'Ambrisi, K. Hammond, M. Hendrickson, L. Montgomery, D. Poole, L. Renninger, R. Rohan, E. Schwartz, D. Schoenenberger, D. Warner

*Minutes submitted by L. Bird*

### Reflection

*“Something magical happens when you write down your goals. It changes the way you see your situation.”  
- Dave Ramsey*

### Approval of Minutes

Director Hammond motioned to approve the November 17<sup>th</sup> minutes and Director Montgomery seconded the motion. The minutes were approved as written.

### Enrollment Update

The 23/SP November 15<sup>th</sup> ‘Enrollment Management Report’ shows Total Headcount at -6.9 and FTE at -3.2. The numbers are fluctuating wildly by the week. Is it possible to know how many students are waiting to be paper enrolled?

### Dean of Instruction Update

Dr. Renninger shared that Ad Astra implementation is coming along pretty well. They have transitioned to the customer support team. She explained that part of events scheduling will be replacing ROO (stopping in January). There will be training on the 30<sup>th</sup> for individuals that approve rooms (G. Costner, J. Buhrman, J. Duff, etc.). They want to ‘run them through’ the steps and then reveal it to the campus. It includes resources and comes with a nice calendar. More to follow. The hope is to schedule 23/FA classes using room optimizer. A pilot will be run during the 23/SU semester. Dr. Warner expressed his gratitude to Dr. Renninger and her team for what they are doing with Ad Astra. Dr. Renninger explained that T. Nedimyer will be making training guides.

There is an interview for the director position (Title III grant) today and then another on Friday. They are looking at retention platforms (e.g., CRM Advise). Once determined, it is projected to take two years to implement.

The goal is to do seven academic program reviews per year. Dr. Renninger recommended that the directors go to the Teams site to review the information. Applicable directors were asked to place site visit information and when accreditation occurred on the Teams site. Next will be mapping out the process then starting in the spring.

### Dean of Distance Learning Update

Dean Beache shared that R. Campbell recently completed his Master Classroom template. In total, 11 Master Classrooms have been completed this year.

She extended special thanks to Director Schoenenberger and Director Arnone for their feedback on the “Teaching in the Community College” course presented by L. Cornwell. A pilot is scheduled for 23/SP, which will include adjuncts who joined during the 22/FA semester.

Dean Beache confirmed that Full-time faculty orientation now runs throughout the academic year in the Fletcher Center.

Directors were requested to ask their faculty, if anyone was willing to demonstrate their Panopto skills during a peer-to-peer session for January 2023 workshop week.

Shayna Byers and Leia Wood presented a session titled “Boosting Engagement Through Virtual Spaces” during Distance Learning week, which was broadcasted statewide via MarylandOnline.

Dean Beache and Dr. Warner are going to Faculty Assembly today to discuss the staged course release project. There was discussion about what needs to be on the D2L site 3 days prior to the start of each session. The Distance Learning team does not monitor any further classroom changes, so faculty will maintain their flexibility. The recommended items needed for one-week prior to the start of classes has not been decided.

### **Faculty Assembly Chair Update**

Dr. Schwartz explained that a Faculty Assembly meeting will be held this afternoon. Dr. Warner, Dean Beache and Laura Scafide (Coordinator of Internships & Job Services) will be in attendance. Faculty are busy getting ready for final exams.

### **Kirwan Update**

Dr. Warner distributed copies of the joint HCC/WCPS letter that went to 10<sup>th</sup> and 11<sup>th</sup> grade students. Only tuition will be paid this year. Students who normally would not have the opportunity to take classes will be given a chance to take them because of the free tuition.

There is a meeting at WCPS on November 21 at 2:15 pm. This meeting is mainly to determine the courses that will be on the approved dual enrollment list for next year. Dr. Warner reported that Dr. Willow is to provide the student list March 2023.

It was explained that HCC/WCPS math groups are meeting to discuss offering enrollment for AP courses. Faculty should be involved in this conversation with an honest, open mind.

### **Faculty Advising/ConexEd**

Dr. Klauber is concerned because there is a two-week waiting period for new students to see a retention specialist. It was shared that students are not using ConexEd. There will be workshop week trainings in January. There have been some software issues.

### **NACEP**

Dr. Renninger shared that five individuals virtually attended the recent NACEP conference. She enjoyed the conference and found good things were shared. One of the main points was that teachers must have the same credentialing. People across the country are wrestling with the same concerns we are. There is another school that has the same process we use and it took them five years to streamline the process. There was a faculty liaison that assisted (release time). She explained that Dr. Klauber does not want to go for NACEP accreditation just yet (perhaps two years), but does want us to work toward that goal.

John O’Brien, President and CEO of EDUCAUSE explained that the youngest millennials have the lowest trust in higher education. He also shared concerns about students’ mental health on campuses. One effort to help is to create a Caring Campus.

### **Workshop Draft Agenda**

Copies of the January 2023 Workshop Agenda were distributed. Dr. Warner will be taking the agenda before an upcoming Cabinet meeting.

### **Outstanding Adjunct**

Voting for the 2023 Outstanding Adjunct will take place at the next meeting. There are five nominees.

### **Classes During the Holiday Week**

Dr. Warner explained that faculty should be teaching Monday and Tuesday of next week. If faculty are not here, they should be submitting a leave request via Kronos. He is not asking the directors to ‘police’ the situation, but classes need to meet since students are expected to attend. Division directors are responsible for finding substitutes when faculty are absent.

### **Positions / Vacancies**

- Taylor Rigsby began her position as the Data and Assessment Specialist
- Three applicants for the open DHY faculty position
- Abdel Kmir starts 23/SP as an instructor in Computer Science
- Interview will be held tomorrow for the Library Archivist position
- Position in the Testing Center has been filled
- Peter Mathews accepted the AV Technologies Manager position
- Victoria Gratton, Executive Assistant to the Dean of Students has resigned

### **Other/Announcements**

- Next meeting will be December 1 from 9-11 am in STC-182
- Director Schoenenberger: 400 attended the two PTK One World Festival events
- Granddaughter number 3 for Bob Rohan
- Nursing students placed 3rd in the state on the NCLEX exams
- MHEC proposal is almost done for the AAS in Sonography (3 tracks)
- Theater production “Skin of Our Teeth” will be this Friday and Saturday

### **Future Meetings**

December 1, 2022  
December 15, 2022

January 12, 2023  
January 26, 2023

February 9, 2023  
February 23, 2023