

# ACADEMIC COUNCIL

November 18, 2021

## Meeting Minutes

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

*Minutes submitted by L. Bird*

### **Approval of the Minutes**

Laurie Montgomery moved to approve the October 21<sup>st</sup> minutes and Dawn Schoenenberger seconded the motion. Dr. Hendrickson requested an edit. The minutes were approved as edited.

### **Old Business**

The draft of the form for requesting sections to be merged in D2L was discussed. Directors were asked to inform Dean Beache of any changes that need to be made. This form pertains to FERPA regulations that Dr. Renninger presented at an earlier meeting. If faculty would like to merge sections (sections not officially cross-listed in Datatel) in D2L, they would need to complete/submit the form. It was requested that division directors be copied on any forms pertaining to their divisions. The implementation date is TBD. Director Schoenenberger requested training for division directors. This was tabled until an Academic Council meeting in January.

There was a lengthy discussion about the revision to the Master Syllabus/Course Guide. Dr. Renninger explained that she receives requests for these documents from other institutions. It was suggested that a shared drive (by division) be created where all syllabi could be housed for easier access. Another suggestion was to refer the requests to either the appropriate division director or office associate. Dr. Warner reminded everyone about the legislation regarding using outcomes for transfer considerations. Discussion was tabled until Dr. Renninger and Dr. Warner can meet.

Faculty are still piloting/learning the outcomes assessment in D2L. Limited discussion.

Dr. Warner is in the process of working through his direct reports' Performance Review submissions in Kronos. Some directors mentioned they had not had a request for their direct reports to submit reviews in Kronos. It was recommended they contact Megan Curry.

Dr. Warner confirmed with the division directors that they received a survey regarding ARPDP revisions.

### **Enrollment Update / Enrollment Report**

Dr. Warner reviewed the enrollment data he provided. The beginning of November was busy with students registering for 22/SP. There may be activities to encourage students to register before they leave on break. He also explained that the 10 year enrollment data was alarming. Enrollment is a major concern.

### **Dean of Instruction Update**

There will be a 22/SP schedule review meeting on November 30. Those attending are: Angie Auldridge, Mike Martin, Chris Baer, Kevin Crawford and Dr. Renninger.

Starting next year, Dr. Renninger will begin holding monthly meetings with the division office associates.

Dr. Renninger explained that the Library staff have been receiving requests to buy materials for faculty. The Library has some flex funds, but they are running low. The directors requested that the faculty be referred to their division directors first so they are aware of the requests.

There will be an Inclusive Access update shortly. The process will be made easier with a one click link not a widget.

Dr. Renninger provided a curriculum spreadsheet for the division directors to review so they could look at which certificate programs are ladder into degrees.

### **Dean of Distance Learning Update**

Dean Beache reported that the 22/SP classes launched last week in D2L. Let her know ASAP if there are any classes not showing.

The D2L outcomes assessment pilot is ongoing. Interested faculty can contact Dean Beache. They are still working on how to do things so that it is not a frustrating process for faculty.

There will be D2L grade book training with Brenda Huffman tomorrow and in December on 12/3/2021 in LRC-122. An online D2L Q&A will be held on 12/10/2021.

An Applying the QM Rubric training will be hosted online by the MarylandOnline (MOL) organization tomorrow (11/19/21) and another on-campus session will be offered in the Spring.

### **Faculty Assembly Chair Update**

Dan Ryan shared that there was a very productive first meeting regarding the ARPDP revisions. More research will be done with the goal of having recommendations ready in January.

Dr. Warner will be meeting with faculty assembly this afternoon. Mike Martin and Angie Auldridge will also be in attendance for a Q&A session.

### **Docking Adjuncts**

Dr. Warner explained his viewpoint on docking pay for adjuncts. More information can be found in the Faculty Guidebook. Directors have the flexibility to make decisions – be humane and sensitive.

### **COVID-19 Guidance for Faculty**

Dr. Warner shared the document that he and Dan Ryan developed to provide some guidance for faculty. The division directors thanked them both for creating the helpful document.

### **Student Vaccine Incentive Update**

- 1686/3684 students took advantage of vaccine incentive (46%)
- 34 students referred another

### **January 2022 Draft Workshop Agenda**

Dr. Warner reviewed the draft of the January 2022 workshop agenda. He has already shared the information at Cabinet. Some additional changes will need to be made and then the final document will be emailed.

### **Articulation Agreement Meeting with WPCS**

The meeting will be held at WCPS tomorrow (11/19/21) from 9:00-10:30 am.

### **Middle College**

There was discussion about how the Kirwan Blueprint would impact the Middle College. Dr. Warner recommended that we find ways to make our Middle College unique. More dialog will occur at the meeting with WCPS tomorrow.

**Academic Affairs Strategic Planning Meeting**

The next meeting will be held 12/3/21 from 9 am-12 pm in STC-182.

**Positions**

Dr. D’Ambrisi shared that Dr. Warner and Dr. Klauber will be interviewing the MLT faculty candidate tomorrow and that three DHY candidates will be interviewed after the Thanksgiving break.

Director Hammond mentioned that there will be five interviews for the open lab tech position.

**Other/Announcements**

The next meeting will be December 2, 2021 at 9 am in STC-182

Director Rohan reminded everyone about the Turkey Trot at HCC on Thanksgiving Day

Director Hammond shared there is a flu vaccination clinic in the ARCC today

Dr. Warner congratulated Dr. D’Ambrisi and her team on a successful HIM accreditation visit

Dr. D’Ambrisi received an email from DIS with interest in HCC offering a sonography program

Dr. Warner completed his FY23 budget review – removed and/or relocated \$730,000 in requests

Director Schoenenberger announced that the first ABT student passed all of their requirements and will be taking CYB-101 in the spring

Dr. Poole shared that The Scarlet Letter will be presented in the Kepler Theater on November 19 and 20

**Future Meetings**

December 2, 2021  
December 16, 2021

January 13, 2022  
January 27, 2022

February 10, 2022  
February 24, 2022