

ACADEMIC COUNCIL

November 19, 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

Guests: M. Cepeda, J. Seiler

Minutes submitted by L. Bird

Approval of Minutes

The minutes of November 5, 2020 were approved as edited.

Enrollment

Credit Fall..... 11/17/2020 -- HC -7.7%, FTE -6.6%
Credit Spring 11/17/2020 -- HC -24.4%, FTE -26.4%
Non-Credit..... 11/16/2020 (FTE = 189), 11/18/2019 (FTE = 219)

Dr. Warner is concerned about enrollment due to the short time remaining for students to register. Non-credit enrollment is down a bit from last year at this time.

Dan Ryan requested a comparison of the number of late start classes 20/SP vs. 21/SP.

Dr. Rothstein also noted the following:

- Returning students ---- fall (-8.4%) and spring (-23.6%)
- New students----- fall (-6.6%) and spring (-32.9%)

Dean of Instruction Update

Dr. Warner explained that Dr. Rothstein's last day is Monday, January 4. She has accepted the position of Vice President for Academic Affairs at Nashville State Community College. Dr. Warner shared that she has been an outstanding Dean of Instruction. Her absence will be felt by all and she will be missed by the college. She filled in for him twice during her tenure at HCC.

Dr. Rothstein explained that she will miss everyone and always had a great dialog with everyone.

Dr. Blank has agreed to work with Carlee Ranalli to create a SLOA program map example for faculty to use.

Dr. Rothstein explained that Carlee has received feedback from the directors.

Dr. Rothstein provided information about the plan for 21/FA. She recommended that the directors plan for the most difficulty and then transition for an easier format. The hope is that more face-to-face classes can be offered since a vaccine may be in place. Social distancing will need to be in place for those classes. If divisions would like to use a classroom that has not been set up for social distancing, directors should contact Eric Byers. It is recommended to avoid classrooms that have soft seating. Fall registration begins the first Monday in April. Some divisions are currently entering their fall schedules. Fall class information should be entered in Datatel one month prior (first Monday in March). She encouraged the directors to do the best that they can do – what makes sense for their division. Examine the classes with the high fail rate and offer those classes on campus. Contact Carlee Ranalli if data is needed.

Dr. Warner asked the directors to have conversations with their faculty to get a few more face-to-face classes in the schedule. Work with the faculty to build the schedule. He reminded directors to remember section caps and to think efficiently.

Dr. Rothstein explained that students will need to schedule appointments to go to the Testing Center until social distancing is a thing of the past.

Dean of Distance Learning Update

The college is funding QM-hosted workshop sessions, to be offered during Spring 2021 workshop week. Faculty will need to register individually for these sessions. Once registered, they will receive the Zoom meeting information directly, prior to the session start date. These workshops are condensed to only 2 hours, while the general QM training is usually online for 2 weeks. Directors were asked to encourage their faculty to attend. QM workbooks have also been purchased for any interested faculty members.

Faculty feedback will be sought, via a survey in D2L Instructor Resources, to determine need for specific internal training in the upcoming Spring semester. Various options are being suggested from the past workshop schedules (e.g. advanced D2L usage, using screen capture tools like Camtasia, SnagIt, Proctortrack setup and alternative test design), but the DL team is also looking for suggestions.

Faculty Assembly Chair Update

Dan Ryan thanked Dean Beache for always setting up training for faculty. It is very much appreciated.

He will discuss master syllabi and course guides in Faculty Assembly later today. There will also be more discussion about QM.

Dr. Hendrickson mentioned that in the past, Faculty Assembly minutes and agendas were emailed to appropriate personnel. Dan will mention this to the Faculty Assembly Secretary, Ed Bass. He explained the minutes and agendas were on the Z drive, but did not know who had access.

Passport (Observation Forms)

Joe Seiler attended a portion of the meeting to address concerns with the faculty observation forms found in Passport. The main concern is that the wording truncates once the form is finalized for placement in Perceptive. He will work on increasing the size of the comments portion of each category. Joe also mentioned that attachments for additional documentation can be added prior to the final signature. Once Joe has time to work on the forms, copies will be shared with Dr. Warner and L. Bird.

Dr. Hendrickson mentioned that adjuncts are having difficulty accessing the forms in Passport. Some adjuncts do not use their HCC email address and do not know their HCC ID number. Madeline Cepeda shared that the office associates can assist the adjuncts with finding their ID number.

Final Exam Schedule

Dr. Warner asked the directors for any feedback about the final exam schedule. Various responses and ideas were shared by the directors.

There was also discussion regarding students seeking out faculty without scheduling an appointment. Appropriate precautions (social distancing, masks, etc.) should be followed when with students. Dr. Rothstein reminded everyone that it is good customer service to assist the students and it helps with retention.

Dan Ryan asked everyone to consider the limited number of days remaining that students can see faculty. A concern is what Governor Hogan may do if the positivity rate continues to increase. Perhaps final exams could be scheduled so that faculty do not feel back loaded.

Outstanding Adjunct Nomination Timeline

December division meeting..... Directors ask for nominations

Mid-January Nominations to director, division votes, director forwards to VPAASS Office

First February AC Meeting AC votes for Adjunct of the Year from division submissions

Workshop Agenda

Dr. Warner shared that the January Workshop Agenda is in the final stages. Copies of the draft were shared.

QM, Distance Ed Guidelines, and D2L Course Shells

Dr. Warner mentioned that the final transition to D2L occurred this past summer. He encouraged directors to interact (using sensitivity) with their faculty about the expectations. The goal is to have everything in place by 22/SP.

Dan Ryan received notification that Dr. Klauber has approved the Shared Governance committee, Teaching and Learning, to review the Guidelines for Online Course Management document. He will send a copy of the approval to Dean Beache and Dr. Warner.

There was much discussion on the topics along with communication.

Unit Planning Goals

Dr. Warner shared that he received an email from Joanna Shank stating that Unit Planning Goals are due by December 18, 2020. Directors were asked to share their goals with Dr. Warner. Dawn Schoenenberger has already submitted her goals. She stressed to remember to save a copy before submitting. Goals are no longer aligned with strategic goals.

RDG-095

Dawn Schoenenberger explained that the original intent for RDG-095 was to pair it with a freshman college level class for students to be successful. That has changed as time progressed. She recommended it be used as a co-requisite for some first year classes (e.g., SOC-101, PSY-101, etc.). This could be discussed at the next division meeting and have a conversation about considering the change. It would benefit students and the reading instructors would work with faculty to customize what is needed (content reading strategies).

SLOA

Dr. Rothstein explained again that Dr. Blank and Carlee Ranalli are working on developing a program mapping example for everyone. The five year program review can be shared with faculty, but not the program mapping as yet.

Positions

- Dr. Warner has received comments from the HU division faculty and Academic Council regarding the candidates for the HU Director position; this will be discussed during his meeting with Dr. Klauber today
- Dr. Warner extended accolades to Dean Beache for the work she did to find a foreign languages full-time faculty member; an offer has been extended to the outstanding candidate by the name of Miguel Rojo Polo
- Laurie Montgomery reported that one of the full-time faculty biology positions was posted last Friday
- Dr. D'Ambrisi reported there has not been any movement on the full-time faculty HIM position
- Robert Rohan shared that there is an ARCC associate position open

Announcements

- Dr. Hendrickson mentioned there was some confusion regarding faculty responsibilities during the upcoming two days the college will be closed; Dr. Warner explained the situation is similar to past instances where online classes are held during the closure; Dr. Rothstein shared that if classes were not held there would be financial aid implications; Dr. Klauber may be sending an email to students with an explanation on Friday
- Dean Beache will be on extended leave starting December 3
- Laurie Montgomery reminded everyone to submit recipes
- Dawn Schoenenberger shared her recent backpacking experiences and upcoming hiking adventures
- Madeline Cepeda found out that she is having a little girl!

Future Meetings

December 3, 2020	January 14, 2021	February 11, 2021
December 17, 2020	January 28, 2021	February 25, 2021