

# ACADEMIC COUNCIL

November 21, 2019

## Meeting Minutes

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

**Excused:** D. Schoenenberger

**Guest:** Joe Seiler

*Minutes of November 7, 2019 were approved.*

### **Faculty Observation Forms**

Dr. Warner welcomed Joe Seiler to Academic Council. Joe reviewed the two Perceptive TransForm observation forms (faculty observation and clinical/lab faculty observation) and received feedback. The workflow of the forms was also discussed.

### **Credit and Credit Free Enrollment**

Enrollment Management Reports (EMR) of 11/19/19 and Con Ed Enrollment/FTE Comparison of 11/20/19 reflect the following:

Credit / Fall 2019 ----- Total Headcount = -8.2%; Total FTE = -7.2%

Credit / Spring 2020----- Total Headcount = -2.6%; Total FTE = -2.2%

Con Ed ----- FTE: FY20 = 331.69 vs. FY19 = 284.98

### **Scheduling: Online Classes**

Dr. Warner explained that if online sections are filling, directors are to add more sections per request of Academic Affairs administration (Dean Rothstein or Dean Beache). There was some discussion regarding institution-wide onboarding for online students for a better understanding of the process.

### **Dean of Instruction Update**

- HCC will host the WCPS 7<sup>th</sup> graders for the Career Exploration Day on June 4, 2020. Let Tyler Nedimyer know if there are any problems when scheduling 20/SU classes.
- 20/SU classes should be entered in Datatel by February 10 – registration begins March 16
- 20/FA classes should be entered in Datatel by March 2 – registration begins April 1 for veterans

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

- Program coordinators / lead faculty must request access to adjunct's D2L site by contacting Brenda Huffman or Dean Beache.
- Directors were asked to encourage 20/SP faculty teaching online classes in D2L (that have not taken the training) to take either a face-to-face or online class.
- The list of online monitoring software vendors has been narrowed down to two. A final decision should be made by December.

### **Faculty Assembly Update**

Dr. Warner will be attending a portion of today's Faculty Assembly meeting to discuss the outcomes of the Peer Review Committee.

### **Faculty Peer Review – Promotion and Tenure Schedule**

Dr. Warner shared the committee met for the last time on November 19. The proposed process was shared with the council. This will be a faculty driven process. He will discuss the process and distribute copies of the rubrics and forms at today's Faculty Assembly meeting. The timeline for promotion and tenure requests was reviewed. Faculty volunteers will be needed to serve on the Faculty Committee for Peer Review Teaching. Training will be provided. The process will be piloted for one semester (20/SP) and is open to agreed-upon changes.

### **SEOF Update**

Carlee Ranalli provided Dr. Warner with an example of a spreadsheet containing SEOF data. No percentages or comparisons were included; however, student comments were shown. There is an online evaluation kit software for course evaluations that may be considered.

### **January In-Service Session on Prereqs and Coreqs**

There will be a session on prerequisites and co-requisites offered during workshop week in January. Any changes made 20/SP would be reflected in the next version of catalog.

### **SLOA Update**

Nothing new to report. Another meeting will be held the first week on December.

### **Academic Calendar Approved**

The copy of the Academic Calendar provided in the handouts was approved at the last Board of Trustees meeting. The schedule timelines will be distributed soon by Chelsea Brereton.

### **Guided Pathways Update**

Nothing new to report.

### **LSC Hours Changing in January**

The LSC hours will be changing in January. They will be closing at 8 pm (Monday-Thursday) and will be closed on Sundays.

### **Tutorial/Independent Study E-Form**

It was proposed to move the Tutorial/Independent Study form to a Perceptive TransForm. The council supported the proposal.

### **Outstanding Adjunct**

Dr. Warner reminded the division directors about the Outstanding Adjunct of the Year nominations.

### **Background Check Law**

The Maryland legislature passed a law where extensive employee background checks will be required for those interacting with students under the age of 18. It would apply to current full-time faculty and later to current adjuncts. This check will become part of the hiring process.

### **Rebooting the Core December 20, 2019**

Craig Fentress shared that students should be checking their grades early because IT will be rebooting the core on December 20, 2019. The system could be down for up to three days.

### **ACM Opioid Grant**

Dr. Warner requested that the division directors inform their faculty of a training opportunity. Allegany College of Maryland received a grant for combating the opioid crisis. There are 2 seats available per college. There are eight days of training and participants are required to attend all eight days. Once the training is completed, there are additional steps to complete.

### **Announcements**

- Rebecca Westmeyer expressed her appreciation of the amazing BIT team (Angie Auldridge) and thier quick response
- There was a question about the college's stance on medical marijuana – Dr. Warner shared he wasn't aware of a policy
- Discussion about having additional Academic Council meetings
- HR is working on the criteria for the different levels of director (senior vs executive)
- Dr. Warner recognized and thanked Rebecca Westmeyer for her service
- Interviews are occurring for the two open faculty positions in the EM division
- BIT Team provided de-escalation training for the Testing Center staff
- Women's volleyball team had an undefeated season
- Men's cross country team won JUCO and Region XX
- Henry Schmidt won men's cross country individual title at Maryland JUCO and Region XX
- Khelsa Connolly won women's cross country individual title at Maryland JUCO and Region XX
- Next meeting will be December 5
- Holiday cheer at Karen's on December 12

### **Future Meetings**

December 19, 2019  
January 2, 2020

January 16, 2020  
January 30, 2020

February 13, 2020  
February 27, 2020