

ACADEMIC COUNCIL

December 1, 2022

Meeting Minutes

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

Excused: K. Hammond

Minutes submitted by L. Bird

Reflection

“Peace. It does not mean to be in a place where there is no noise, trouble, or hard work. It means to be in the midst of those things and still be calm in your heart.” – unknown author

Directors’ Retreat

Retreat will be held during the next Academic Council meeting (December 15, 9 am–12 pm, STC-182).

Approval of Minutes

Dr. Schwartz motioned to approve the November 17th minutes and Director Rohan seconded the motion. The minutes were initially approved as written, but a revision was later requested and approved.

Enrollment Update

Dr. Warner expressed his concern about spring enrollment (-8% as of November 29 EMR). There are some avenues being worked on – stay tuned.

Dean of Instruction Update

Dr. Renninger shared information from an interesting article titled “The incredible shrinking future of college.” <https://apple.news/AlGxh9XyDQZCXAEBlntc-QA>

Currently, Ad Astra is being used for scheduling events only – not for scheduling classes. Dr. Renninger provided a detailed Ad Astra presentation for the Council. She will be sending the link to the Council so that we can start using it. Instructions will be placed in Teams. They will continue rolling things out as they learn them.

A training was held yesterday for individuals that approve rooms to review the approver process. Approvers will need to let them know who their backup is.

Directors were requested to talk to their faculty about their division’s academic program review schedule (Excel spreadsheet found on TEAMS site). Dr. Renninger explained that the BSSB division has been reviewed by Dr. Hendrickson. Programs will be reviewed based on the review schedule. Once the division determined which program will be reviewed, Dr. Renninger will contact Dr. Ranalli with any data requests. A default/ common subset of data will be pulled for all.

Interviews are ongoing for positions related to the Title III grant. There will be a second webinar to determine a retention platform. Tech kits should arrive today.

There will be an Inclusive Access meeting held on January 13. All faculty that are using Inclusive Access should attend. Directors were asked to mention this meeting in their upcoming division meetings. The book representatives will be there. Cengage and McGraw Hill are no longer using access codes. A calendar invitation will be emailed to those using Inclusive Access – including adjuncts. Any Inclusive Access classes that are crosslisted should have Inclusive Access listed on both classes.

Dr. Poole questioned whether some sections of the same course could use The Common Reader. Dr. Warner explained that the publication could be used as a supplemental document; however, he is opposed to some sections using the publication while others do not. It would impact outcomes and cause student issues if they switch sections.

Dean of Distance Learning Update

Dean Beache distributed a fall 2022 Master Classrooms summary by division. If needed, she can provide specific information for each division. The summary shows how many templates have been approved within each division.

If anyone has any additional feedback regarding the new “Teaching in the Community College” course, please contact Dean Beache. Applicable adjuncts can take the pilot beginning spring 2023.

Directors were asked to request volunteers for participation in the peer-to-peer Panopto demonstration, during January workshop week. Contact Dean Beache after division meetings with names of any new volunteers.

Dean Beache’s team has started doing their guidelines compliance review of online (WEB) classes. A high-level report will be shared with all Directors. If desired, Directors can convey specific details to their faculty. Directors may also contact Dean Beache, if they would like to request further review of a specific course section.

Faculty Assembly Chair Update

Dr. Warner explained that additional review will be done regarding the full-time faculty start date (starting in the middle of a pay period vs. at the beginning of a pay period). No final action has been taken. The resolution was taken to Dr. Klauber by Dr. Warner. There was no objection and no action taken at this time.

Dr. Schwartz mentioned that an ad hoc committee for faculty advising has been formed and has started to meet.

Kirwan Update

Dr. Warner continues talking with Dr. Willow about Kirwan. Things are fluid and changing every day.

Dr. Willow has limited the number of course a student can take per year to 10. He wants to meet again in late January or early February about syllabi and textbooks. He must take a draft of the programs to the Board of Education on December 7. Voting will take place on December 13.

Directors were requested to carefully review the list of the 2023-2024 courses. It is really important to have the final list by the end of semester. The list can be adjusted later if needed. If the course is listed on a pathway, then it should be on the list.

There are 40 CNA students at Boonsboro and Smithsburg high schools that could be hired by Meritus as apprentices if instruction can be established.

Workshop Agenda

The final version of the workshop agenda was emailed to all.

Outstanding Adjunct Voting

Kristina Davis of the ESH division was voted as the 2023 Outstanding Adjunct.

Positions / Vacancies

- Two DHY faculty candidates will be interviewed next week
- An offer was made for the library archivist position

Other/Announcements

- Next meeting (Directors’ Retreat) will be December 15th from 9-11 am in STC-182

Future Meetings

December 15, 2022
January 12, 2023

January 26, 2023
February 9, 2023

February 23, 2023
March 9, 2023

cc: J. Klauber, H. Soeffker-Culicerto, C. Ohl-Gigliotti, C. Ranalli, B. Kirkpatrick, faculty, division office associates