

# ACADEMIC COUNCIL

December 2, 2021

## Meeting Minutes

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

**Excused:** L. Bird

*Minutes submitted by L. Bird (taken by L. Montgomery)*

### **Cabinet Meeting Notes**

The list of positions that would qualify for the telework policy should be distributed next week.

### **Approval of Minutes**

Nancy Arnone moved to approve the November 18<sup>th</sup> minutes and Robert Rohan seconded the motion. The minutes were approved as written.

### **Enrollment Update**

Spring 2022 enrollment is looking good compared to last year, but HCC was closed the Monday and Tuesday after Thanksgiving last year due to the pandemic.

### **Dean of Instruction Update**

Joe Pfistner from Pearson is here today in STEM-508 and via Zoom tomorrow in the ATC to discuss Inclusive Access with faculty.

Leia Woods’ directions can be found in the Instructor Resources Site in D2L and will have a student video.

The Master Schedule Committee (Kevin Crawford, Angie Auldridge, Mike Martin, and Dr. Renninger) will be looking at the 22/SP schedule to try to identify issues or large gaps in the schedule.

There will be an Office Associates meeting on January 4.

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

There will be a synchronous virtual workshop facilitated by Quality Matters during the Spring 2022 Faculty In-Service Week. Faculty will need to submit a professional development form prior to attending this event.

There is an advanced D2L gradebook session scheduled for tomorrow. Next week, on 12/10/21 at 10 am, there will also be an open Q&A session for D2L topics. Directors should send any requests for specialized training to Dean Beache and Brenda Huffman. Distance Learning is focusing on advanced topic areas for face-to-face training since baseline topics are already covered by the “Training for Instructors” course.

If students state they are experiencing technical issues with accessing courses, please contact Brenda so she can verify any discrepancies. If students claim to be ‘locked out’ of course material, it is possible that the “end date” for the assignment has simply passed. Instructors can review most student activity by visiting the “Class Progress” report within their course section. Students should also verify if their HCC login credentials are expired if they are experiencing difficulty logging into D2L.

The Pulse app will allow students to access D2L courses and also receive course notifications on their mobile devices.

Reach out to Dean Beache if anyone needs assistance with interpreting the monthly “Instructor Presence Report.”

Director Poole mentioned reoccurring issues in adjunct course shells. Dean Beache shared that creating Master Classrooms (MCs) should avoid some of these issues. She also clarified that faculty are not being required to immediately continue towards QM certification after the Master Classroom is completed.

### **Faculty Assembly Chair Update**

D2L has features that allow reports to be generated, including data pertaining to student access, assignment completion, and detailed log dates.

Directors were asked to remind and encourage their faculty to attend D2L, Quality Matters, and SLOA trainings. Trainings are held periodically throughout the semester and during the January workshops.

Students should be reminded to complete Evaluations of Instruction through D2L's EvalKit. It is especially important to have many students complete these evaluations because the data is used for faculty going for promotion/tenure. Suggested that the Dean of Student Affairs could announce/remind students to complete evaluations.

On the topic of Student Evaluations, it was noted that prior to all evaluations of instruction being moved to electronic format (via EvalKit), paper-based evaluations for classroom courses were tiered and rolled-out at different dates based on whether courses were offered in the 7.5 week, 15 week, or 12 week format. We may want to explore/reconsider reinstating a tiered/staggered rollout for evaluations in the future.

On November 18, Faculty Assembly again discussed proposing a change to the reporting dates for 10-month full-time faculty starting FY23. Results of the survey conducted between November 18 and December 1:

24 faculty voted to keep dates as they are (as stated on page 18 of the 2021 Academic Affairs Full-time Faculty Guidebook). 32 faculty voted to change the dates to August 15, 2022 to June 15, 2023. It was noted that 22/SU classes end August 16. This matter would again be brought to Assembly in January 2022.

The faculty-led ARPD review group has met once and will meet again before the winter break. Suggestions for changes to the ARPD form will be brought forward and shared with Academic Council in January 2022.

### **Full-Time and Adjunct Faculty of the Year**

The same year alignment of the full-time and adjunct of the year recipients begins next year. The process for the adjunct nominees begins in December. The goal would be to celebrate both recipients prior to the start of the summer semester.

### **Academic Affairs Strategic Planning**

The next planning session will be December 3 from 9 am-12 pm in STC-182.

### **Positions**

- Nancy Arnone announced that Brittany Lamma resigned from her faculty position
- Malissa Hudson resigned from her Nursing faculty position
- MLT faculty candidate declined position offer
- Two applicants for the Dental Hygiene position

- Nursing Lab Tech, Foreign Languages, Theater Tech, Distance Learning Support, and Learning Technology Technician positions remain open
- Part-time position open in Adult Literacy Services

**Other/Announcements**

- Next meeting will be December 16 from 9-11 am in STC-182

**Future Meetings**

December 16, 2021  
January 13, 2022

January 27, 2022  
February 10, 2022

February 24, 2022  
March 10, 2022

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