

ACADEMIC COUNCIL

December 3, 2020

Meeting Minutes

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

Guest: M. Cepeda

Excused: V. Beache, C. Rothstein

Minutes submitted by L. Bird

Approval of Minutes

The minutes of November 19, 2020 were approved as edited.

Enrollment

Credit Fall..... 11/24/2020 -- HC -7.6%, FTE -6.5%

Credit Spring..... 11/24/2020 -- HC -25.8%, FTE -27.6%

Non-Credit..... 12/2/2020 (FTE = 249), 12/2/2019 (FTE = 380)

No Enrollment Management Reports were distributed this week due to the college closure on Monday and Tuesday. Dr. Warner remains concerned about credit enrollment. He also noted the non-credit enrollment decline.

There was discussion about other options for working with students to get them registered. Nancy Arnone shared that Advising is down a few employees and they seemed to be busy. It was mentioned that synchronous options were more prominent at FCC. There was additional talk about adding late start synchronous classes.

In response to Dr. Hendrickson's inquiry, Dr. Warner agreed the divisions could offer various options for aligning math classes appropriately.

No Dean Reports

Dr. Rothstein and Dean Beache were not available.

Proctortrack Issues

There was discussion regarding the most recent challenges that faculty are experiencing with Proctortrack. A suggestion was made to develop a guideline as to what exams actually need to use Proctortrack monitoring since there are other options available.

Faculty Assembly Chair Update

Dan Ryan agreed that the 21/SP enrollment figures were disturbing. He mentioned converting some the 15 week classes to 12 week classes. Dr. Warner agreed that was acceptable, provided any students that were already registered for those classes be notified and agree to the change. Dan also mentioned that there may be external variables that are causing students not to register.

Dan announced that "... the "Guidelines for Online Management" document was now going to be an official charge for the Teaching and Learning Committee." He extended thanks to Dean Beache "...for all of the work she continues to do to improve online learning."

Some faculty were not aware of additions/revisions (e.g., DSS statement) that had been made to the master syllabus template that must be reflected in corresponding course master syllabus and course guides.

Revised Faculty Observation Forms

The directors were pleased with the changes Joe Seiler made to the faculty observations forms. The revised forms will be posted in January.

Dr. Warner reminded the directors that the fall observations should be submitted by December 7. Directors were asked to contact Dr. Warner if they felt they could not meet the deadline.

Late Start Classes for Spring

Dr. Warner encouraged the division directors to determine if any late start classes could be added for 21/SP.

Outstanding Adjunct Reminder

A gentle reminder regarding the timeline.

Unit Planning Goals Reminder

Unit planning goals for each division (by cost center) should be submitted by December 18. Copies of the goals should be given to Dr. Warner.

Positions

- Dr. Dana Poole has accepted the HU division director position; starts January 19
- Miguel Rojo Polo has accepted the full-time faculty foreign languages position (replaces Tom Seward); starts January 11
- Stephanie Beatty will be teaching ASL classes 21/SP
- Laurie Montgomery - 14 applications received for the posted full-time faculty biology position
- Dr. D'Ambrisi – no applications for HIM faculty position
- Workplace Learning Advisor/Externships/Clinicals position posted internally

Announcements

- Dawn Schoenenberger reviewed the online course prep manual found in D2L with her division faculty to determine what they agreed upon; really good conversation
- Dr. Warner is proud of the job Linda Cornwell does and her interaction with faculty regarding QM
- Next meeting will be December 17, 2020 at 9 am via Zoom
- Dr. Warner explained he would consider offering directors any open seats for the QM training during workshop week after interested faculty have registered
- Dawn Schoenenberger completed her 2nd backpacking trip (Dolly Sods); NCRC certification position will be part-time with regular hours and will have additional tasks with recruitment
- Kronos – keep submitting hardcopy timesheets until further notice

Future Meetings

December 17, 2020
January 14, 2021

January 28, 2021
February 11, 2021

February 25, 2021
March 11, 2021

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