

# ACADEMIC COUNCIL

December 5, 2019

## Meeting Minutes

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

**Excused:** D. Warner

*Minutes of November 21, 2019 were approved.*

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

Enrollment Management Reports (EMR) of 12/3/19 and Con Ed Enrollment/FTE Comparison of 12/21/19 reflect the following:

Credit / Fall 2019 ----- Total Headcount = -8.3%; Total FTE = -7.2%

Credit / Spring 2020----- Total Headcount = -2.3%; Total FTE = -1.2%

Con Ed----- FY20 vs FY19 = Enrollment: 5,279 vs. 5,420; FTE: 380.11 vs. 303.32

Kevin Crawford generated an enrollment trend for the past five fall semesters based on the EMRs he emails each Tuesday. The data is not official (not what is sent to MHEC). Other interesting items: declines were reflected in out-of-state and neighboring state student enrollment. A request was recommended to show a five year trend for the beginning and the end of the semester enrollment.

A shared folder will be created so that the divisions can access all daily enrollment reports. It was requested that a copy of the session census dates be include in each semester's folder.

There was discussion about evening scheduling blocks overlapping. A suggestion was to offer classes as hybrids. Dawn explained there were specific evening scheduling blocks that were used in the past.

Dr. Rothstein recommend directors contact Tyler Nedimyer if there are any room conflicts with College for Kids classes when scheduling classes.

### **Scheduling**

Credit Schedule Timelines show:

- 20/SU classes entered in Datatel by February 10, regular registration begins March 16
- 20/FA classes entered in Datatel by March 2, regular registration begins April 6

After discussion about yearlong schedules, it was recommended that 20/FA classes be entered in Datatel by the beginning of February. Laurie Montgomery hopes to have her 20/FA classes entered before winter break. The opportunity will be given to advising to review the schedule.

### **Dean of Instruction Update**

Dr. Rothstein asked the directors to inform her as soon as possible which faculty members are intending to apply for promotion and/or tenure.

De-escalation training is being offered by the BIT team and Eric Byers. The Testing Center staff, Library staff, Tyler Nedimyer, and Chelsea Brereton will be attending. Another session will be offered in the spring. Let Dr. Ohl-Gigliotti know if you would like to attend a session.

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

Faculty scheduled to teach in Summer 2020, who are still concerned with moving to D2L, can contact Dean Beache for assistance.

Directors were asked to remind faculty of the next round of Quality Matters (QM) training classes beginning in Spring 2020.

Dean Beache thanked the directors who have taken the online QM peer reviewer training. She asked them to let her know of any concerns/issues.

### **Faculty Assembly Update**

Nothing new to report

### **Faculty Peer Review**

Faculty Assembly approved the process and will be given the opportunity to make changes to the process. Eight faculty have volunteered to be on the review committee. Mike Harsh will be offering training during workshop week. Ongoing training for peer review will be offered throughout the semester in the Fletcher Center.

### **SEOF**

The 2019 calendar year SEOF data will be released soon.

### **Workshop Agenda**

Dr. Rothstein mentioned that there is no 20/SP colloquium agenda. Dr. Klauber will be introducing any new hires. She also wanted to ensure it was understood that Eric Byers' Safety and Security training is open to all.

### **SLOA Update**

Dr. Warner, Dr. Rothstein, and Carlee Ranalli met earlier this week. They discussed institutional outcomes and are starting to set up the structure, how everything feeds together, timeline and the process.

- Suggestion to use QM objectives for SLOA
- Some training could be held in the Fletcher Center
- There is no one person following up/overseeing SLOA; however, faculty and division directors should be using SLOA data to improve classes
- Discussion about the possibility of hiring someone to oversee SLOA

### **Cancelling Classes**

As found in the 2019 Academic Affairs Guidebooks (page 7 of FT, page 4 of adjunct), "Faculty may not cancel class or post a class cancellation without informing the Division Director." Directors were requested to reiterate that information with their faculty.

### **Announcements**

- Holiday Gathering at Karen's December 12
- Next meeting will be December 19 (cancelled)

### **Future Meetings**

January 2, 2020 (cancelled)  
January 16, 2020

January 30, 2020  
February 13, 2020

February 27, 2020  
March 12, 2020

cc: J. Klauber, C. Ohl-Gigliotti, B. Kirkpatrick, C. Ranalli, Faculty, division office associates, T. Strite