

ACADEMIC COUNCIL

December 16, 2021

Meeting Minutes

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

Minutes submitted by L. Bird

Approval of Minutes

Dawn Schoenenberger moved to approve the December 2nd minutes and Laurie Montgomery seconded the motion. The minutes were approved as written.

Enrollment Update

Dr. Warner stated that the 22/SP enrollment is looking good for credit and WSCE, but will need to see how it holds.

Dean of Instruction Update

Dr. Renninger reminded the division directors:

- 22/FA schedule should be entered in Datatel by February 28, 2022
- Program curricular changes should be submitted by the March date for the Curriculum Committee
- 22/FA credit registration begins April 4, 2022
- Developmental classes do not count toward graduation

The DV division is doing all general studies advising. If students need to be moved to another advisor, please contact Mike Martin or Dr. Renninger.

Dr. Warner reminded everyone that the peer review process for promotion and tenure should have been completed by the end of the fall semester. Directors were asked to check with faculty. L. Bird was requested to email the council the FY23 promotion and tenure timeline again.

Dean of Distance Learning Update

Dean Beache distributed a handout explaining the Master Classroom and Quality Matters processes. The information will also be in the brochure that will be printed. She hopes the information provides some clarification.

There is a Quality Matters training that will be held on January 6, 2022. Attendees will need to submit a professional development request form.

The Testing Center is changing their hours of operation starting January 3, 2022:

Monday-Thursday 8:00 am – 8:00 pm

Friday----- 8:00 am – 4:30 pm

Saturday----- 8:00 am – 1:30 pm

Director Schoenenberger highlighted the benefits of consistency in the basic master classroom: syllabus, info for course, etc. Perhaps secure student feedback see if it helps with student success and completion. Dr. Warner agreed.

It was agreed that directors will be talking to their applicable faculty regarding FERPA compliancy in any merged course sections D2L. Dean Beache agreed to confirm compliancy in these sections.

Faculty Assembly Chair Update

Dan Ryan shared there was no Faculty Assembly meeting this month. He sent an email to his colleagues regarding upcoming due dates, instructions, etc. Most of the questions submitted for Dr. Warner’s meeting with faculty have been about faculty advising. There is a faculty advising training on January 7.

Academic Affairs Strategic Plan

Dr. Warner gave the plan to Carlee Ranalli and she shared it with Dr. Klauber. Dr. Ohl-Gigliotti has been requested to do a similar plan for Student Services. A meeting will need to be held to determine a timeline and who is doing what.

Adjunct Load and the ACA Requirements

The division directors and Dr. Warner discussed adjunct load and the Affordable Care Act parameters.

Teleworking Policy

Any supervisors who have employees that have been deemed eligible for teleworking have received a notification. There was a question regarding the division directors not being deemed eligible. Dr. Warner suggested they contact Jennifer Childs. Instructions should be coming out soon explaining how the process works.

Faculty Reporting Change

HR responded that they do not have any issues with changing the faculty report dates. The proposed change will go before Faculty Assembly again in February.

Internship List by January 8, 2022

Dr. Klauber would like a list of available internships by January 8 for a meeting with the Chamber of Commerce.

Positions/Vacancies

- MLT faculty candidate declined the position due to the salary
- One of the DHY faculty candidates declined their offer; second candidate to be interviewed next week
- Director Hammond will be interviewing a candidate for the nursing faculty obstetrics position
- Governor Hogan appointed Dawn Nally to Potomac Center Citizens Advisory Board (4 year term)
- Lori Manilla won a Nurse Faculty Annual Recognition (NFAR) award in the amount of \$10,000
- Director Arnone shared that adjuncts will be teaching any 22/SP classes left vacant due to Brittany Lamma’s resignation
- Dr. Poole is interviewing adjunct candidates to teach 22/SP foreign language classes
- Dean Beache shared that a distance learning specialist has been hired to support Brenda Huffman
- Dr. Renninger explained that there have been two interviews for the open position in the Library

Other/Announcements

- Next meeting will be January 13, 2022 from 9-11 am – location TBD

Future Meetings

January 13, 2022	February 10, 2022	March 10, 2022
January 27, 2022	February 24, 2022	March 24, 2022

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