

Faculty Assembly April 20, 2023

71 Faculty in Attendance, BSH 114

Meeting Called to Order at 2:30pm

I. President Dr. James Klauber's Remarks

Dr. Klauber responded to the list of questions that had been submitted prior to the meeting.

- Regarding the points about custodial services and trash not being emptied from offices: Dr. Klauber explained there are full-time and part-time vacancies in the custodial services department. He is currently reviewing outsourcing and contract options. It is likely custodial services for the ARCC will be outsourced to a company that can provide services over third shift.
- Is there recycling on campus? Yes. Dr. Klauber stated HCC has a contract with a recycling company. Employees are to take their recycling to the bins, and custodial staff then take the bins to the recycling units. Dr. Klauber asked that faculty communicate with him if bins are missing from work areas. There are also dumpsters by the ARCC available for employee use.
- An update on the process for choosing the next VPAASS: There were forty applicants for the VPAASS position, of those forty applicants, ten applications were considered and the top five candidates were identified by the search committee. Four Zoom interviews were conducted and two candidates were invited to campus. Dr. Klauber explained that neither candidate who came to campus was a quality match for the position and the search is ongoing. Dr. Klauber also addressed a question about why candidate bios were not provided to employees. Dr. Klauber stated he did not share VPAASS candidate bios in an effort to protect the privacy of the candidates.
- Will additional faculty be hired if there is a need, based on anticipated enrollment through Kirwan? Dr. Klauber stated there will be 63 WCPS students who will come to the HCC campus full-time in the fall term. There are approximately 500 WCPS students who will come to campus part-time in the fall term. Dr. Klauber stated if there is a large number of students coming to campus for classes, more faculty can be hired.

Dr. Klauber shared an excerpt of proposed Maryland legislation [section 15-137 Written Policy Providing Reasonable Academic Accommodations]:

Each public institution of higher education shall adopt a written policy that provides reasonable academic accommodations for students to practice sincerely held faith-based or religious beliefs. The policy shall:(1) Provide an accommodation for a student, including excused absences, for a student to:(i) Observe faith-based or religious holidays; or(ii) Participate in organized religious activities;(2) Provide that a student be allowed reasonable alternative accommodations for missing an examination or other academic requirements due to an excused absence under item (1) of this subsection if the student's sincerely held faith-based or religious belief or practice affects the student's ability to take an examination as scheduled or meet any other academic requirement; and(3) Include a grievance procedure to report noncompliance with the policy.

Dr. Klauber explained through this new law, each educational institution will be required to provide space on campus to accommodate faith-based and religious practices. In this, a new building will be constructed on the HCC campus to serve the campus community as a place of reflection and prayer. The specific location of the new building is not yet confirmed. Dr. Klauber encouraged faculty to consider this new requirement from the shared governance perspective.

II. Dr. Warner's Remarks

Dr. Warner reminded all faculty at full professor rank to wear their medallions to the upcoming honors convocation and graduation ceremony. He noted that those who receive promotion this year to full professor rank will receive their medallion after July 1.

Dr. Warner also responded to the list of questions that had been submitted prior to the meeting.

- Faculty advising over the summer: Dr. Warner explained that any faculty member who is interested in serving as a faculty advisor during the summer months may do so. Interested faculty should contact administration to sign up.
- Regarding office hours and faculty availability following the end of spring semester: Dr. Warner explained that faculty are expected to be available for student advising purposes from the end of the spring semester until the start of the off-contract period. A physical presence in-office may not be required, so long as faculty are available to meet student needs.
- How is administration prepared to handle the anticipated change in program coordinator workload, given Kirwan considerations? Dr. Warner stated that of all the program coordinators on campus, it is likely that only about half will be affected by the changes associated with Kirwan. He expects those with the greatest increase in workload will be the program coordinators for math and English. The current system for program coordinator compensation was established prior to 2011. At present, coordinator compensation is based on the previous year's data. The 2018 FLPTC modified the tiers of compensation. Dr. Warner explained that he discussed the compensation structure with Dr. Klauber and suggested a more simplified compensation system. Dr. Warner acknowledged not all program coordinator responsibilities are the same. He explained the list of duties for program coordinator and lead faculty may be found in the guidebook. Dr. Warner stated he cannot predict exactly how Kirwan will impact program coordinators, and he stated program coordinators are not locked-in to these positions. If any program coordinator is not interested in holding the position, they can opt out.

Faculty Only Meeting:

III. Approval of the March, 2023 meeting minutes

- a. Alicia Drumgoole 1st; Harald Jazdziewski 2nd; unanimously approved

IV. Committee Reports

- a. **Teaching and Learning**— co-chair Sonjurae Cross
 - a. The committee has not yet met this semester; no charges.
- b. **Faculty Affairs** – co-chair Lore Kuehnert
 - a. The committee did not meet, but will meet next week. Plans to discuss the relationship between the Faculty Affairs Committee and the Faculty Load, Promotion, and Tenure Committee (FLPTC).
- c. **Academic Standards** - co-chair Amanda Miller
 - a. The committee will meet next week. Carlee Ranalli will attend to discuss shared governance.

- d. **Student Affairs** – co-chair Alicia Henson
 - a. The committee did not meet because of the campus closure last week.
- e. **Admin & IT** – co-chair Ed Sigler
 - a. The committee has not yet met this semester; no charges.
- f. **Institutional Assessment** – co-chair Tanda Emanuel
 - a. The committee will meet next week.
- g. **Campus Safety** – co-chair Harald Jazdziewski
 - a. The committee did not meet.
- h. **Curriculum** – co-chair Sean Wynkoop
 - a. The committee did not meet because of the campus closure last week. The committee will meet in May to accommodate.

V. Chair's Report

- a. Enrollment update
 - Enrollment is up: 14% up in FTE; 19% up in headcount.
- b. Board of Trustees Update
 - The board met on 4/18 and approved an 8.5% pay increase, as well as a 3% adjustment to the salary scale.

VI. Announcements

- a. Mike Harsh discussed the Dave Warner Scholarship. Through the College Advancement Office, a scholarship has been established to honor the many years of service Dr. Warner had at HJC/HCC. An email should have been forwarded to all faculty by their division director about the scholarship, which included information about ways to contribute. Mike encouraged faculty to contact the College Advancement Office with questions.
- b. Paula Kessler made an announcement regarding the Faculty Merit Scholarship for academic excellence. Paula is the chair for the selection committee. The application deadline for the scholarship is May 1st. Paula encouraged faculty to spread the word to students about the scholarship. At present, there are only 8 applications. Graduating seniors and graduating early college students are eligible to apply.
- c. Sean Wynkoop reminded everyone about the upcoming Zoom meeting, tomorrow 4/21 at 11AM to discuss the topic of teaching and learning with artificial intelligence.

VII. New Business

- a. Upward Evaluations (Updated)
 - Eric Schwartz discussed this topic in the most recent Cabinet meeting. During the Cabinet meeting, Jennifer Childs suggested that HR could provide training for upward evaluation completion. There is capacity through Kronos to administer these evaluations. More information to come. Upon discussion, a few concerns were brought forth regarding the anonymity of completed upward evaluations if they are to be administered through Kronos, which requires HCC credentials to access. Historically, upward evaluations were conducted using paper-based forms. Another comment was made that upward evaluations had previously been discussed in 2021, as a topic to be reviewed through shared governance. At that time, the shared governance council rejected upward evaluations as a topic for shared governance review. Additional discussion evolved about shared governance charges. Eric agreed to create a shared document that indicates all current shared governance charges.
- b. Middle States
 - Kate Benchoff provided a presentation about the timeline for Middle States self-study groups task completion. There are a few vacancies in the groups: a faculty co-chair for the Standard 4 group (Mike Martin is the administrative co-chair); a faculty representative for the Standard 1

group; and a faculty representative for the Standard 6 group. Kate asked that any faculty who may be interested in filling these vacancies, connect with her. There are also student representatives needed for all 7 groups. Faculty are asked to share this information with students. There is a campus visit (preparation visit) scheduled for next week. Kate noted that Heike Soeffker-Culicerto provided the visit details in an email. The Self-Study Steering Committee has plans to hold open forums to keep the campus and community involved and informed about the process. Kate encouraged faculty to become familiar with the seven standards of the accreditation review.

- c. Collective Bargaining
 - Collective bargaining was discussed.
- d. Faculty of the Year vote
 - A ballot vote was taken during the meeting. Votes will be counted after the meeting and the winner will be announced at a later time.

VIII. Questions/Comments/Feedback

- a. A question was posed to Eric about the plans for assigning new members to shared governance committees. Eric stated he will email faculty the list of vacancies. Faculty who want to sign up should email him directly. Eric hopes to have the vacancies filled and committee rosters set before the end of spring.

IX. Adjournment at 3:45PM

X. Next meeting Thursday 9/21/2023 2:30 PM in person

Addendum: Dawn Nally was voted-in as HCC Faculty Member of the Year. Dawn was notified on 4/21/23.