

Governance Council Meeting

November 1, 2019

2:00-3:00 PM, STC 182

Minutes

Attendance: Carlee Ranalli, Tammy Strite, Dr. Warner, Dr. Rothstein, Eric Byers, Tom Crawford, Kate Benchoff, Rebecca Westmeyer, Vidda Beach, Theresa Shank, Dr. Klauber, Trevor Jackson, Beth Kirkpatrick, Amanda Miller, Alicia Drumgoole, Sean Wynkoop

1. Committee members were introduced
2. Discussion of transition of Governance Council and its role in HCC decision making
3. Overview of "Guide to Shared Governance at Hagerstown Community College"
 - a. Highlighted changes such as appeal process
 - b. Review of the form for submitting charges
 - c. Discussion of the Annual Governance Report for 2019-2020, each committee will prepare an annual report of activities
4. Reviewed and verified Committee Memberships & Terms
5. Discussion of Committee assignments

Committee Charges- all committees charged with reviewing relevant policies; charges approved by Dr. Warner, second by Dr. Beach

- a. Committee Reports
 - i. Teaching & Learning Committee- recommendation of a charge regarding intellectual property
 - ii. Academic Standards & Outcomes Assessment Committee- recommended development of timeline and standardization for academic assessment
 - iii. Curriculum Development & Review Committee- no update
 - iv. Student Affairs Committee- currently reviewing registered sex offender policy
 - v. Administrative & Information Technology Services Committee- no update
 - vi. Campus Safety Committee- organizing the committee
 - vii. Faculty Affairs Committee- SEOF review; charge to review tenure process
 - viii. Assessment Committee- recommended development of timeline and standardization regarding non-academic and campus-wide assessment, review ILO's,
 - ix. Ad Hoc Peer Review Committee- meeting twice a month to develop a rubric, they will present to faculty assembly

Established new committee- Faculty Committee for Peer Review (promotion process)

6. New Business/Questions
 - a. Amendment- Assessment Committee- Academic Administrator; proposal to revise to "Representative"- change was approved (motion- Beth Kirkpatrick, second Theresa Shank)

- b. Communication- discussion of posting materials on the new website
 - c. Review of current campus policies
- 7. Concluding Remarks- next meeting will be January 24, 2020 in STC 182