

# ACADEMIC COUNCIL

August 10, 2023

## Meeting Minutes

**Attendees:** N. Arnone, V. Beache, L. Bird, K. D'Ambrisi, M. Grahl, K. Hammond, M. Hendrickson, L. Montgomery, D. Poole, C. Ranalli, L. Renninger, R. Rohan, D. Schoenenberger

**Excused:** E. Schwartz

*Minutes taken by L. Bird*

### **Reflection**

*"Almost always the creative, dedicated, minority has made the world better." ~ Martin Luther King, Jr.*

### **Approval of Minutes**

Director Montgomery motioned to approve the July 27<sup>th</sup> minutes and Dr. Hendrickson seconded the motion. The minutes were approved as written.

### **Enrollment Update**

Research will occur regarding WCPS high school students being coded as foreign students.

### **Dean of Instruction Update**

- SLOA Update
  - Division summaries important; used for a Board of Trustees report
  - Nursing and Health Sciences divisions received
  - Nursing division faculty to present at the celebration of excellence during Workshop Week
  - Assessment questions can be directed to the PIE Office
- Curriculum Development Manual Update
  - Posted under Curriculum and Development web site  
<https://www.hagerstowncc.edu/docs/curriculum-manual>
- Program Review Data Update
  - In the process of getting faculty salary information and will give to directors

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

- Dean Beache congratulated Director Arnone for QM review of IST-123
- New Universal Syllabus Template distributed and reviewed
  - Will pilot with DV division faculty; additional faculty can participate next year
  - Added some additional criteria; detailed instructions on how to fill it out
  - Send feedback to Dean Beache
- Faculty Orientation Reminders
  - First event for Full-Time Faculty Orientation on August 21st, at 10 am in BSH-106
  - Adjunct Faculty orientation session August 14 at 5 pm via Zoom

### **Dean of Planning and Institutional Effectiveness Update**

- Dr. Ranalli reviewed the 'HCC CCSSE Results 2023' handout
- Faculty survey being developed; directors are to contact Dr. Ranalli if they would like items added (e.g., shared governance, course evaluations, etc.)

### **Faculty Assembly Chair Update**

- Dr. Schwartz was not available

### **Yearlong Schedule**

- Due dates
  - February 28: Fall 2024
  - March 28: Spring 2025/Summer 2025

### **Faculty Retreat Items**

- Faculty members that will attend has been determined
- Topics: Leave, Outside Employment, Campus Presence Expectation, Title III, Student Advising Process/System, Middle States Process
- August 22, 10 am-1 pm

### **Blueprint Updates/Questions**

- Waiting to hear from C. Fentress
- Group did not meet yesterday
- Schedules set – live August 17 for students
- Maxient (reporting system) also used by WCPS
- Schedule changes (along with WCPS): full-time (B. Starliper/K. Smith), part-time (A. Auldridge)
- T. Crockett handling textbook process
- Billing being worked out
- Potential for applicable OAs and Division Directors to meet with Interim VP Schoenenberger and C. Fentress to review updated student/course listings

### **VP Updates to Processes**

- Approval of Tuition Reimbursement and Outside Employment forms depend on completed SLOA work, faculty observations, ARPDPs, meeting due dates, etc.
- Faculty observations are needed for promotion and tenure
- ARPDPs need to be submitted – can be late if engaging with faculty

### **Peer Review Promotion and Tenure Timeline Draft**

- Timeline reviewed – no changes
- Contact Dean Renninger if any assistance is needed

### **Credit Adjunct MOA Draft**

- Potential revisions for the credit adjunct MOA document to more closely match ECAP verification information
- Form will be posted to OneDrive space for directors to edit
- Syllabus due date on Faculty Calendar match D2L due date

**Positions / Vacancies**

- Sonography faculty offer declined (salary issues)
- Biology and Cybersecurity faculty positions open

**Other/Announcements**

- August 24, 2023 meeting cancelled (conflict with divisions meeting with adjuncts)
- Next meeting will be September 7, 2023, 9-11 am in STC-182

**Future Meetings**

September 7, 2023  
September 21, 2023

October 5, 2023  
October 19, 2023

November 2, 2023  
November 16, 2023

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