ACADEMIC COUNCIL
September 7, 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, E. Schwartz

Minutes taken by L. Bird (arrived late)

Reflection

"Let our advance worrying become advance thinking and planning." ~ Winston Churchill

Dean of Instruction Update

- Faculty Observation List
- Program Review Reminder
- Promotion reminder
- Academic Calendar Approvals

Dean of Distance Learning Update

- D2L Training Adjunct Status
- QM Goal for Title III
  - ➢ Reviewed list of suggested courses to move toward master classroom
  - ➢ Ones offered only online will be required to become master classroom
  - ➢ List will change several times; contact Dean Beache with any changes
- Revised Universal Syllabus Template
  - ➢ Updates reflected
  - ➢ Pilot with DV division in spring

Dean of Planning and Institutional Effectiveness Update

Nothing pressing today

Faculty Assembly Chair Update

- Nothing pressing today
- Shared governance list not distributed yet – should have list before division meetings

Outstanding Adjunct Nominations

Reminder:

Director asks division for adjunct of the year nominations (division meeting)	September
Divisions submit nominations to director	October
Division votes, director sends nomination to EA VPAASS	November
Academic Council votes for Adjunct of the Year from division submissions	December
EA VPAASS orders lamp	January
Lamp received (6-8 weeks)	March
Luncheon	April

Ad Astra – Summer Class Input

- Ready to pilot Ad Astra 24/SU to organize classes

- Classes need to be in Datatel by 2/1/24
  - leave out room information
  - enter instructor information in as best as possible
- Book orders were discussed
  - Inclusive Access in spring for WCPS?
  - T. Crockett will pull ISBN number for anyone that needs it
  - Dr. Poole requested training
  - eTexts are also inclusive access

Faculty Overload – Reminder

- Faculty overload should be limited to 6 credits
  - Some faculty had almost 15 credits of overload
  - If more than 6 credits – directors are to discuss with Interim VP Schoenenberger
  - Overload does not excuse faculty from regular duties
- Dr. Schwartz supported the idea; felt it was masking the need for additional FT faculty
- Interim VP Schoenenberger will send an email after new hires meeting on Monday

Blueprint Group

- Fridays are the most common time for everyone to get together
- Includes Dr. Hendrickson, Director Montgomery, Dr. Poole and one faculty from each of those divisions
- Dr. Schwartz felt faculty would definitely be interested – maybe have an alternate
- Purpose of meeting is to identify areas of concern that are currently occurring with intent to shape FY25 – FY24 will continue as is

Blueprint FY25 Planning

- Need timeline and checklist – focus on that and create a visual
- Communication is a concern – almost need a guidebook so process is understood
- WCPS add/drop is September 18 (HCC's is September16)
- Process will change for FY25
- Potential session for WCPS only
- Dual enrollment software mentioned
- New MOU in place by end of December
- Meet about Credentials document

Faculty Associated with Classes

- Directors were informed not to associate faculty with their class(es) until they have been onboarded by HR
- Three week delay with French instructor being onboarded was reported

FY24 ARPDP Forms

- Still being in review process
- Some remain to be submitted
- FY25 form will be moved to Kronos
- Slight modifications (e.g., Dean Beache being added to PD section)
- Everyone will use same form and follow same process

External ECAP Class Request Process

- Kaprece Smith, Director Montgomery, Dr. Hendrickson, Dr. Poole, Director Arnone, Director Rohan
- Briefly discussed in directors meeting
- Director Montgomery will take the lead on first meeting
- Potential routing process: Kevin Crawford, Director (ensure student preparedness), Kaprece Smith

MOAs (not ECAP): Staff Listings, Classes with no Enrollment

- If there is no enrollment and/or staff listing – cancel class(es) first day of classes
- Exception: Theater Practicum (2.5 days)

Visiting Division Meetings

- Interim VP Schoenenberger would like to visit an academic division meeting each month

Positions / Vacancies

- Biology, cybersecurity, and sonography faculty positions remain open
- LSC and Nursing Simulation Clinical Skills Lab positions open

Other/Announcements

- Next Meeting will be September 21, 2023, 9-11 am in STC-182

Future Meetings

September 21, 2023	October 19, 2023	November 16, 2023
October 5, 2023	November 2, 2023	November 30, 2023

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