

ACADEMIC COUNCIL

October 5, 2023

Meeting Minutes

Present: Nancy Arnone, Robert Rohan, Eric Schwartz, Mary Hendrickson, Vidda Beache, Carlee Ranalli, Louise Bird (left early), Dawn Schoenenberger, Kathleen D'Ambrisi, Marti Grahl, Laurie Montgomery, Dana Poole

Absent: Laura Renninger; Karen Hammond

Minutes taking by L. Montgomery

1. Welcome
2. Reflection
"Nothing that we despise in other men is inherently absent from ourselves. We must learn to regard people less in the light of what they do or don't do, and more in light of what they suffer." – Dietrich Bonhoeffer
3. Minutes
 - Asking for volunteers each week to send bullet points after meeting to Dawn
 - Notations will be added if can/should be shared (for example, if there is consensus; still needs discussion etc.) – Laurie Will take notes for this meeting. Lively discussion regarding Blueprint
4. Dean of Instruction Update
 - Not available
5. Dean of Distance Learning Update
 - Inclusive Access/Textbook Adoption
 - Tammy Dusty from Vital Source wants to return in November to talk about training for new adoption system (11/2 or 11/16)
 - OA training new system end of fall & Lead Faculty/Program Coordinators also trained
 - Spring IA for Spring already in (was due Sept 1) – so no late additions; Make sure to re-email Tammy if sections that are current IA are added to ensure enough codes are ordered
 - Question about WCPS and IA – still working out a process – get list of courses offered with WCPS that use IA on campus so we can figure out how to proceed
 - Summer & Fall IA deadline is 3/1 – process is on AA webpage
 - Full-time Faculty Orientation – UP Full-time QM/AQMR training can be added as requirement for new FT faculty; Teaching in the Community College Course (should we require of all new FT faculty) – consensus appears to agree. Add D2L as well
 - Spring In-service week planning – if any faculty want to lead/co-host/training reach out to V or Linda
 - Upcoming Fletcher Center Event:
 - A Faculty Conversation About Teaching High School Students
 - Wednesday, October 11 3:15 – 4:00pm
 - Location: Zoom
 - Will have F/U with Edu faculty in Nov dates on Fletcher Calendar

6. Dean of Planning and Institutional Effectiveness Update
 - Enrollment – comparison with other CC ours was 55% increase; Garrett was around – 19.8% - b/c of ECAP – may look at different Census date for more accurate reflection Fact Book is online
 - Faculty Survey – taking a while to get out due to the nature of questions – include ?? from LT, Bookstore, Standard 3, Custodial, Testing center/Remote proctoring etc.
 - Other – may ask about UP
 - Shared Governance – last council meeting – charge review of Shared Governance (committees, processes & document); ASC – C or better, Repeat, ESSC late add/reg dates

7. Faculty Assembly Chair Update –
 - Assembly last week some faculty felt the previous meeting was taken up with Admin, so wanted to finish agenda, lots discussion about sick leave, etc. – statement – We reviewed response & guidebook and will continue to provide student support following guidebook.
 - Upward evaluations – most who wanted to did, but a few people got extensions due to technical issues
 - Shared Governance – sent recommendations from faculty for personnel sent (5 people for review committee)

8. Review of Professional Development Request Forms / Unit Planning Meeting
 - PD request forms – talk to Heike about some parameters (miles, agenda, car, hotel etc.)
 - form says must be completed 30 days prior
 - if just mileage – some leeway
 - if in need of travel, hotels, etc. must submit 30 days prior (clarification received 10/19/23)
 - Directors can deny if form is not properly filled out and request more documentation and resubmit
 - UP Meetings – so far wonderful, few budget requests/position requests – send to Dawn

9. Career Expo – Laura Scafide – expect 400 attendees – blurb from Laura *“This event is an opportunity for HCC to showcase its programs and educational pathways to employment. Attendees will include local high school seniors, HCC and local 4-year college students, and community job seekers of all ages that may have interest in learning about the educational and workforce development programs HCC offers”*

10. Class Scheduling Discussion and Yearlong Scheduling – discuss changing Summer 2025 dates to remove 12 week add 10 week start later, Dawn will talk to Chelsea and then check with Charles about FA

11. Credentialing Document Updates – only for Directors & Laura to work in; requirements for WCPS and HCC need to be the same or at least equitable

12. (Blueprint) Justifications for External DE Courses and Session Dates
 - Take to Division Meeting & bring back to Blueprint meeting to Share w/ Dr. K before going to WCPS
 - Session Dates – Student Services meeting minute 9/16 – 1/17, 2/10 – 5/30
 - Session 3 (yearlong)

13. Board Briefings
 - Due Oct 9 – highlight things that have occurred (not in the future) on average would be due 1st Monday of the month Send to Dawn & Vidda to share

14. Positions / Vacancies

- Kathleen – still looking for Sonography program Director & adjunct for MLT; highlights working accreditation on self-study Dental – Site visit in March, send information by tomorrow
- Marti – Allied Health/Biology support specialist
- Laurie – 2 Bio interviews
- Nancy – still cyber open; going to Smoky Mtns
- Bob – no openings nothing
- Eric – Env Club – collecting native seed collection for state seed bank
- Mary – Expecting retirement (not official letter yet) standard V MS group to come to Division meeting to ask a few questions

15. Other/Announcements

- Next Meeting: October 19, 2023 ♦ 9-11 am ♦ STC-182

Future Meetings

October 19, 2023
November 2, 2023

November 16, 2023
November 30, 2023

December 14, 2023
January 11, 2024