

ACADEMIC COUNCIL

October 19, 2023

Meeting Minutes

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

Excused: K. Hammond

Minutes taken by L. Bird

Reflection

“Every thought plants a seed to one of your actions. Every action, good or bad, will yield a consequence. The person who takes good steps every day, cannot help but reap a harvest of awesome results.”

~ Robin Sharma

Approval of Minutes

Director Grahl motioned to approve the August 10, September 7, September 21, and October 5 minutes. Director Montgomery seconded the motion. The August 10, September 7, and September 21 minutes were approved as written. A clarification was requested and made to the October 5 minutes.

Dean of Instruction Update

- Dr. Renninger is scheduling meetings with directors regarding upcoming program reviews
- External reviewers are ready
- Assessment training tomorrow (mostly for beginners)
- Older SLOA training can be found on the D2L instructor site; Dean Beache sending a link
- Curriculog training is starting (platform to make curriculum process more seamless)
- Pathways has been fixed; Directors asked to review Pathways
- Library is transitioning from Horizon to Koha (behind the scenes platform software); fully transitioned by January

Dean of Distance Learning Update

- Reviewed draft of the “National Distance Learning Week” (November 6-10) handout; contact Dean Beache with questions; can be found on the Fletcher Center calendar and instructor’s space in D2L
- Religious Observance policy (handout) went to the Board of Trustees for approval
- Teaching and Learning Committee also working on policy for artificial intelligence; to be part of the discussion, contact Dean Beache or anyone on the Committee
- Spring 2024 courses are now in D2L; if not, let Brenda Huffman or Dean Beache know
- TCS division has four QM certified Master Classrooms; handout distributed

Dean of Planning and Institutional Effectiveness Update

- Survey for faculty and staff was emailed; encourage faculty/staff to complete and submit the form by next week
- Spring version of the survey is being planned
- Middle States sub groups are starting to submit their work
- Unit Planning assessment survey will be done when process is over; consider doing by employee groups

- 'HCC Enrollment over 10 Years' handout was distributed; average credits per student is now at six instead of eight like last year

Faculty Assembly Chair Update

- Faculty Assembly meeting today
- Pushback received regarding the observation form; want to ensure process is being followed
- Interim VP Schoenenberger clarified that the form is only for adjuncts and faculty teaching dual enrolled classes; reflection based; can be shared at Faculty Affairs, but they do not need to approve; ensure pilot works first

Blueprint Update

- Dual enrolled students will not be identified in current classrooms; percentages can be given after the class is over
- Dr. Moore-Porter may be asked to come back for spring workshop
- Dr. Renninger explained that Kaprece Smith and Bethany Starliper are getting early alerts for WCPS students that might have issues
- Faculty liaison to mentor teachers
- Student guidebook
- Dual enrollment college prep course/training at no charge (WCPS specifically and for other dual enrolled classes)
- Course list for FY25 was sent to Dr. Klauber (no concerns) and to Dr. Willow as a downloaded file – he responded and will call before upcoming meeting
- Per M4CAO affinity group – Accountability and Implementation Board's (AIB) Rachel Hise (Executive Director) will attend meeting and answer questions

Credentialing Document Update

- Document will be reviewed for consistency by Dr. Poole, Dr. Hendrickson, Director Arnone, Director Rohan, and Director Montgomery
- Keep potential NACEP accreditation in mind
- Agreeable to directors and faculty in content areas
- Reviewed version must be ready prior to November 17 to present to Dr. Willow in preparation for meeting with WCPS

WCPS/HCC Meeting

- Meeting will be Friday, October 27 from 10 am-12 pm at WCPS in the auditorium; Dr. Hendrickson, Dr. Poole, Director Montgomery, Director Arnone, Director Rohan and Kaprece Smith should attend
- Meeting at HCC will occur on November 17 from 10 am-12 pm in CPB-211
- Need to start inviting faculty that are involved with Blueprint
- Teacher training needed
- FY25 class list already sent to Dr. Willow

Upward Evaluations

- Have been completed
- Interim VP Schoenenberger should receive results in next couple of weeks

Hiring Letter for FT Faculty

- Now part of FT faculty hire letter, to complete:
 - D2L training
 - Teaching in a Community College course
 - QM Certification

Evaluation Forms (Interview)

- Reminder – when conducting employee searches
 - Need explanation/comments for justifying category selected
 - Important for HR
 - Interim VPAASS will start denying if information not shown
 - Only one form (from search chair) should be sent to Interim VPAASS – remainder go to HR
- Practice will continue of division directors sending justification letter for selection of FT faculty hire to VPAASS

Other

- WSCE invited to participate in yearly Outstanding Adjunct determination; Dean Shank will be invited to the meeting where voting will occur
- Reminder to cost center managers that FY25 budgets should be entered in Self-Service by tomorrow
- PD may be changing to be more equitable across college
- Spring 24 reminder – if faculty load is above 21 credits (inclusive of alternative assignments), they need to speak to Interim VP Schoenenberger; supporting healthy work/life balance
- Ad Astra scheduling presentation at Director’s meeting on October 26

Positions / Vacancies

- 800 people attended STEAM Festival
- Biology faculty candidate interview today
- No candidates that meet all of the requirements for the Sonography faculty position; interview upcoming with candidate that has some of the requirements
- No applications for MLT adjunct position
- Learning Support Specialist (Biology/Allied Health/Anatomy & Physiology) position open
- Interviewing candidate for Cybersecurity faculty position on Friday
- Academic Systems Specialist position open
- New Title III OA starts on November 6

Other/Announcements

- Next meeting will be November 2 from 9-11 am in STC-182

Future Meetings

November 16, 2023 (cancelled)	December 14, 2023	January 25, 2024
November 30, 2023	January 11, 2024	February 8, 2024