

Faculty Assembly October 19, 2023

65 Faculty in Attendance, BSH 114

Meeting Called to Order at 2:31PM

I. Announcement from Linda Cornwell

Linda shared with faculty a few updates to the new faculty orientation process. New full-time faculty are a part of a cohort that meets every-other month for the first year of employment. In these meetings, topics like SLOA, promotion and tenure, and relationship-building within the institution are covered. Linda noted there have been some challenges with new adjunct faculty orientation this year because of the increased number of adjunct faculty who have been hired. Training for new adjunct faculty includes topics in D2L, instructor resources, Kronos, and campus- specific information. Linda shared there is a 4-week online training/ professional development course available to all instructors called “Teaching in the Community College”. This course is appropriate for those teaching face-to-face, hybrid, and online.

Linda discussed future workshop planning. She confirmed there will be January 2024 workshops offered on SLOA and the Middle States review process. She noted other topics that have been suggested include: Gradescope, artificial intelligence, a policy refresher (i.e. FERPA, social media, copywrite), a presentation from Writing Across the Curriculum, Microsoft Teams training, and Program Coordinator training. Linda asked for faculty input regarding these topics and asked for additional suggestions. A training about mental health was discussed, as was a training pertaining to work/life balance. More information will be sent nearer the January workshops, but Linda explained she is hoping to provide multiple training/workshop options during the January session.

Faculty Only Meeting:

II. Approval of the September, 2023 meeting minutes

- a. Kathy Fike 1st; Jeannine Stonestreet 2nd; unanimously approved

III. Committee Reports

a. Teaching and Learning - co-chair Robin Witmer-Kline

- a. The committee met and is taking on the review of the Academic Integrity Policy (policy 4045) and policies that relate to religious observances.

b. Faculty Affairs – co-chair Lore Kuehnert

- a. The committee met and is currently reviewing information from other institutions regarding program coordinator roles and duties, with the plan to further examine how program coordinator duties differ from those of traditional faculty. The committee also discussed the updated version of faculty observation form. There was a bit of discussion from faculty on this topic. Eric Schwartz confirmed, based on the most recent Academic Council meeting, the new faculty observation form will exclusively be used for WCPS adjunct instructors.

c. Academic Standards - co-chair Amanda Miller

- a. The committee met and is investigating two charges. The first charge relates to the number of times a student is permitted to re-take a course after having earned a failing grade. The committee is investigating course repeat procedures. The second charge pertains to the “C” Policy for “Gateway” or pre-requisite classes. The committee was charged to review the current guidelines and procedures used by the college in determining the academic grades necessary for course pre-requisites. They are asked to review the policy to determine if it is

possible to require a “C” in the first class in a sequence. Currently, in all but ENG 101, students can earn a “D” in the first class of a sequence and then take the second.

- d. **Student Affairs** – co-chair Alicia Henson
 - a. The committee met and is currently in the process of review of three college policies: 3041 In- County Resident Status for Students Displaced by Natural Disasters; 4041 Student Drug & Alcohol Abuse Policy; 4039 Heroin & Opioid Addiction and Prevention Policy. With regard to Policy 4039, it was noted there is current Maryland legislation that requires college students to be educated/trained on the dangers of opioids. As this training is not currently conducted at HCC, the committee is also investigating approaches for its implementation.
- e. **Admin & IT** –co-chair Greg Betz
 - a. The committee has not yet met. Scheduled to meet next week.
- f. **Institutional Assessment** – co-chair Tanda Emanuel
 - a. The committee met. The committee does not currently have a charge, but reviewed Dr. Ohl-Gigliotti’s non-academic Academic Affairs SLOA report. Carlee Ranalli noted that Dr. Ohl-Gigliotti’s team had done a great job connecting their work on the non-academic side of the student experience, to the Institutional Learning Outcomes. The committee also discussed survey updates. The Planning and Institutional Effectiveness team is working with the Diversity, Equity, and Inclusion committee to create a diversity survey to measure campus climate to meet Middle States standards. The survey will be sent out in spring 2024. A sexual assault survey will also be sent in spring 2024. The Registration and Retention team is working with the PIE team to create a survey related to retention issues. Lastly, a survey will be sent to assess the performance of the newly-adopted custodial service.
- g. **Campus Safety** – new co-chair Margaret Yaukey
 - a. The committee met. The committee does not currently have any charges, but is working on a few items. The committee is still actively developing the MSDS database, and is creating QR codes for materials identification. The committee is also working to develop a chemical hygiene safety plan, and is investigating solutions for storing signed student lab waivers. Faculty discussed this topic and offered a few suggestions which Margaret will take back to the committee. The Campus Safety committee has also discussed the development of a cohort of faculty and staff to coordinate the use of lab spaces. More information on that topic to come. Lastly, the issue of the plastic tabs that have been installed on some light switches across campus was discussed. These new plastic tabs prevent the quick turn-off of classroom lights, which has been identified as a safety concern.
- h. **Curriculum** – new co-chair Olu Bamiduro
 - a. The committee met. All proposed programmatic/course changes were approved.

IV. Chair’s Report

- a. Enrollment update
 - Enrollment is up 52% over last year’s data.
- b. Academic Council Update
 - Academic Council met 10/19. The faculty observation form was discussed. Interim VP Schoenenberger confirmed the updated version of the faculty observation form will exclusively be utilized for observations of WCPS adjunct faculty.

- c. Upward Evaluations
 - Upward evaluation data has been collected. Interim VP Schoenenberger will be with each division director to provide their evaluation results.
- d. Upcoming Blue Print Meetings
 - There are two upcoming meetings between HCC & WCPS: 10/27/23 & 11/17/23. The 11/17 meeting will be held at HCC. Selected lead faculty may be asked to attend. Eric noted Interim VP Schoenenberger has confirmed her commitment to working towards improvements for the next academic year.
- e. Overload Approval
 - Division directors will now need to secure approval from Interim VP Schoenenberger for faculty overload of more than 6 credits. This new procedure has been put place in effort to prevent faculty burn-out, and to promote the highest levels of quality in instruction.
- f. Shared Governance Review Ad Hoc Committee
 - The committee has been formed. Faculty representatives on the committee: Victor Adegboyega-Edun, Alicia Drumgoogle, and Veronica Stein.
 - The work of the committee is expected to conclude by the end of April, 2024.

V. New Business

- a. Middle States Updates
 - Kate Benchoff shared that work/research was expected to be submitted to the committee co-chairs during the week of 10/16. The next step is to review all submissions and seek feedback from stakeholders. In the spring, the chapters will be drafted. A social medial video was recorded and recently posted on HCC social media platforms. The video aligns with the portion of the assessment that pertains to the communication plan.
- b. Writing Across the Curriculum Upcoming Workshop
 - The October workshop was recorded. Sean will email everyone the link to access it once it has been uploaded to the website. W.A.C. does not have any official workshop plans until the spring (January) workshop days.
 - Sean announced an update on AI: ChatGPT released a new guide for educators, which he will be uploading to the lib guide, too. Discussion evolved about the accuracies of AI- detecting tools. Sean suggested to faculty the best method for handling suspicious student submissions is to first ask the student how they approached the assignment.
- c. Collective Bargaining Discussion
 - Collective bargaining was discussed and a presentation was shared.

VI. Adjournment at 3:57 PM

VII. Next meeting Thursday 11/16/2023 2:30 PM in person