

9/28/2023

## Faculty Affairs Committee

Present: Dawn M. Schoenenberger <[dmschoenenberger@hagerstowncc.edu](mailto:dmschoenenberger@hagerstowncc.edu)>; Lore D. Kuehnert <[ldkuehnert@hagerstowncc.edu](mailto:ldkuehnert@hagerstowncc.edu)>; Edward A. Bass <[eabass@hagerstowncc.edu](mailto:eabass@hagerstowncc.edu)>; Alicia M. Drumgoole <[amdumgoole@hagerstowncc.edu](mailto:amdumgoole@hagerstowncc.edu)>; Juan C. Luna <[jluna@hagerstowncc.edu](mailto:jluna@hagerstowncc.edu)>; Robert C. Rohan <[rcrohan@hagerstowncc.edu](mailto:rcrohan@hagerstowncc.edu)>; Jeffrey S. Schramm <[jsschramm@hagerstowncc.edu](mailto:jsschramm@hagerstowncc.edu)>; Dana Poole

Absent: Ashton M. Taylor <[amtaylor2@hagerstowncc.edu](mailto:amtaylor2@hagerstowncc.edu)>; Karen S. Hammond <[kshammond@hagerstowncc.edu](mailto:kshammond@hagerstowncc.edu)>;

## Discussion of the Charge

- Discussion of Faculty Responsibilities -v- Faculty Service
- Discussion of the need to define the scope of roles and responsibilities
- Discussion of the need for a working definition for FT Faculty, Faculty Lead, and Program Coordinator

Requested to get familiar with current Faculty Handbook, Policies, other appropriate documentation referencing FT Faculty duties, Faculty Lead, and Program Coordinator

Began review of faculty responsibilities on page 19 of faculty handbook.

- Review of these pieces of information from other institutions: Alleghany, Cecil, Warwick
  - o Definition of program coordinator duties
  - o Lore will make request with Jen Childs for access to other MDCC's handbooks
  - o Research out of state community colleges: SUNY, HACC, Blue Ridge Technical, others?
  - o October – begin to share.
    - Looking for definitions and tasks.

Carry over from last meeting – read the Policies 5040, 5090 and 5051