

# ACADEMIC COUNCIL

November 30, 2023

## Meeting Minutes

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

**Excused:** L. Bird, K. D'Ambrisi

*Minutes taken by M. Hendrickson*

### Reflection

*"We do not think ourselves into new ways of living, we live ourselves into new ways of thinking." ~ Richard Rohr*

### Approval of Minutes

On hold

### Guest Presenter – Angie Auldridge

Demonstrated "Load Sample Course Plan" that can be used by students and advisers implemented during Fall 2024 for Spring 2025 registration. Located in Ellucian Self-Service, it will allow users to review and save a plan for degree completion by major. The plan follows the program pathways that are in the catalog. This process will greatly assist faculty in advising students.

### Dean of Instruction Update

- **SLOA**
  - New Outcomes Assessment materials on HCC website in form of libguide. Laura handed out a sheet with many ways to access this information. The link is: <https://hagerstowncc.libguides.com/instruction/sloa>. Laura has created a site for outcomes assessment that includes SLOA guidebooks and resources, such as curriculum maps, recordings and slides of SLOA training sessions, examples of reports to the Board of Trustees on Outcomes Assessment, information about the Celebration of Learning held in August 2023, and access links to the SLOA Cloud Site. The site is fluid.
- **Program Review Update**
  - Financials are almost done. Need to set dates for the outside evaluators to come to campus. Program Reviews were due December 1, but okay to submit by Christmas break. Will be sent to evaluators by January 15.
- **Ad Astra & Fall 2024 Scheduling**
  - Summer pilot. Rooms will be added through Ad Astra using the rules that were provided in the system. For fall semester, the schedule should be submitted by the deadline of February 27, 2024, but the rooms and buildings should not be added.

### Dean of Distance Learning Update

- **Confirm list of Active Online Courses**
  - Directors should review provided list to verify courses are still offered online
- **Draft of Spring '24 Workshop Schedule**
  - Directors requested that the Division meetings be moved later in the week
- **Respondus Finals Preparation training**
  - HCC Finals Prep for Instructors (additional details in Main IR & Fletcher Center calendars)
    - Part 1: LockDown Browser and Respondus Monitor**  
Friday, December 1st at 10 am ET  
Register at: <https://attendee.gotowebinar.com/register/2430155328577060182>
    - Part 2: Respondus Monitor for Pearson MyLab & McGraw-Hill ALEKS**  
Friday, December 8th at 10 am ET  
Register at: <https://attendee.gotowebinar.com/register/7421845759703408991>

### **Dean of Planning and Institutional Effectiveness Update**

- **MSCHE Conference:** Dec. 4 – 6 will be attended by team from HCC.
- Congratulations to Carlee, who will be the Vice-Chair for a MSCHE team accreditation visit.

### **Faculty Assembly Chair Update**

- No update

### **Updates Pertaining to HR**

- **Student Handbooks** – Teaching & Learning Committee Approval Process
  - The Teaching and Learning Committee will be evaluating, for consistency with college policies, any student handbooks prepared by programs, such as Nursing. New handbooks should be submitted by January for a fall start.
- **Sub Forms – Either Sick Time or Docked Time should align & adjunct sick time**
  - Adjuncts may have earned sick time that needs to be considered if time is docked due to absence from class. Directors need to check with HR to determine if accrued sick time is available before docking.
  - If paid coverage is provided, FT faculty should have sick time notated that aligns with the sub-request for payment
- **Employee Discipline** – Any disciplinary actions taken with your direct reports must be reported to HR.

### **Program Math & English Requirements & Exceptions**

Chris Baer expressed his concern that there are programs that allow blanket exceptions to occur for Math or English requirements. Programs were required a few years ago to specify Math requirements, even if the faculty were willing to accept any of the general education math courses. If there are automatic or frequent exceptions, then the requirement should be changed to state that any math general education course is allowed. If math courses are specified, exceptions should not be made. Divisions should review requirements to avoid unnecessary exceptions. A specific course can be listed as preferred, however. The same applies for English requirements/exceptions.

### **Caps Discussion**

The Interim Vice President would like to discontinue the addition of overrides to classes. Course caps need to be set at the appropriate level and then honored. Review of caps will occur to ensure consistency. Various scenarios that could occur if students cannot be added were raised by some Division Directors. Exceptions should be rare, not the norm.

### **Course Offering Alignment**

Courses are listed in the catalog as being offered in specific semesters. They need to be offered when promised in order to facilitate planning of student schedules in future semesters. Please review the course catalog descriptions and align it with your offerings.

### **Spring '24 Course Planning**

The Interim Vice President said faculty should put in their syllabi, and review with students, how course curriculum and assignments will be handled when the college calls for emergency closure. Will students be provided extensions? Do you have video lessons that will be used in replace of lecture? Or, will you be uploading assignments for students? This will help to quell student anxiety when college cancelations are announced (the college has a plan, do you?).

### **Faculty Workload**

In meetings between faculty teaching spring loads that exceed 21 credits and the Interim Vice President are going well. The following items are discussed at each meeting:

- Faculty are professionals and they can certainly select to teach above the 21 credits as long as their regular job duties are met
- Dr. K and Interim VP Dawn stresses the importance of work/life balance

- Checking in to verify that it is faculty choice to exceed 21 credits – if not, it is important that we find an alternative resolution
- Information was shared that a workload for teaching 15 credits equates to a 37.5-hour workweek. If the faculty load exceeds that, they will spend over 37.5 hours a week working.

**Academic Affairs Strategic Plan**

Reminder that we need to assess progress towards the goals contained in the plan.

**Blueprint Update**

- **Meeting Summary**
  - Some directors reviewed discussions with WCPS officials at the November 17 meeting at HCC.
  - Course List Accuracy- Directors are expected to review and add courses to the list of Dual Enrollment offerings on Teams by Dec. 4.
  - Adjunct Credentials Document – Shared with WCPS. In some areas, teachers will need to work on achieving credentials in the discipline.
  - MOU in Draft Form—A Data-sharing MOU was signed. The MOU for WCPS and HCC’s programs for high school students at the College is being worked on by Dawn Schoenenberger, Kaprece Smith, and Jamie Cannon.

**Positions / Vacancies**

- Marti Grahl-Learning Support Specialist position
- Laura Renninger-Seeking Title III OA. Hired Sarah Elliot for System Specialist to begin on Monday, Dec. 4

**Other / Announcements**

- PTK- Basket Raffles will be offered as a fundraiser for conference attendance by PTK members. Prizes will include some that were donated, such as a free credit course, a free noncredit course, an airplane ride with Dr. Klauber, and others that were purchased. Prizes that appeal to students were selected such as Beat headphones, a Nintendo Switch, and a \$100 gas card.
- Next Meeting: December 14, 2023 ♦ 9-11 am ♦ STC-182

**Future Meetings**

December 14, 2023  
January 11, 2024

January 25, 2024  
February 8, 2024

February 22, 2024  
March 7, 2024