

ACADEMIC COUNCIL

February 8, 2024

Meeting Minutes

Attendees: V. Beache, L. Bird, K. D’Ambrisi, M. Grahl, K. Hammond, M. Hendrickson, L. Montgomery, D. Poole, C. Ranalli, D. Schoenenberger, E. Schwartz

Excused: N. Arnone

Guest: E. Byers

Minutes taken by L. Bird

Reflection

“The labels of character and integrity don’t define your actions. Your actions define your character and integrity.” ~ Eduardo Garcia

Approval of Minutes

Director Montgomery motioned to approve the December 14 and January 25 minutes. Dr. Schwartz seconded the motion. There was a correction to the December minutes. The January minutes were approved as written.

Tabletop Exercises Discussion

- Chief Byers discussed the opportunity for his department to provide tabletop training exercises
 - Customized training for each division/department
 - Duration would be 1-1.5 hours
 - Would like ideas/feedback on interests; contact him
 - Example: 911 scenario (active response – what to do [call 911 first], who to notify, etc.)
- Different county agencies would like to come to campus sometime in April to do some training; would include Police Academy recruits
- FCC and CCBC do mandatory drills at their locations; would like to do something similar at HCC
- SWAT team may possibly come out for a drill this summer
- Dr. Hendrickson and Dr. Poole asked for training in BSH; recommended a Tuesday @ 2:30; Chief Byers will send possible dates to them
- Maps in buildings have address for building
- Get best resources there first
- Interim VP Schoenenberger recommended Chief Byers attend Academic Council each semester to provide updates/share information

2024 Outstanding Adjunct Vote

- Division directors voted Tom Renner (HU Division) as 2024 Adjunct Faculty of the Year
- Dr. Poole will inform Mr. Renner
- Consideration being given to have Dr. Ranalli and Dean Beache participate in the voting

Dean of Distance Learning Update

- Faculty Presence Report
 - Report allows directors to see faculty presence in D2L
 - Can check on ECAP faculty to see if doing work in D2L
 - Report will be posted in Teams once per month

- Interim VP Schoenenberger explained that when the ECAP Liaisons are in place, the report will not be necessary as that will be part of their duties
- QM and Master Classrooms
 - Expectation is that this is for all web class; consult Dr. Klauber if an exception is desired
 - Discuss a plan with Dean Beache if anything is going to hybrid after three years of online only offering
 - Master Classrooms submissions are up 83% in January; instructional designers are overwhelmed
- Policy review from Teaching & Learning (handout provided)
 - Committee reviewing two Library policies; please review and send feedback to Dean Beache and she will bring back to group
 - More extensive change next time for second policy

Dean of Planning and Institutional Effectiveness Update

- Enrollment (handout provided)
 - A. Preston created the 'Overview of Fall 2023 Census Date Enrollment' document
 - Dr. Klauber sharing copies of document to show enrolled student data (total = 5444, dual enrolled = 2580, undergraduates = 2864)
 - Enrollment changes – next meeting Blueprint
 - Community college enrollment has been dropping
 - Governor does not understand Blueprint changes
 - A few schools do not have their data in
- ECAP course evals
 - Final course evaluations for WCPS
- Grade distributions
 - Have been distributed
 - Reach out if you would like to see anything different
 - Good regular discussion at Academic Council or Directors' meetings (include Dr. Schwartz)
- Marketing for MHEC survey- campus climate
 - Sexual assault survey is required by MHEC every two years
 - Other surveys: diversity, faculty/staff
 - Focus group to talk to specific students

Faculty Assembly Chair Update

- Executive council meets today
- President will be at Faculty Assembly for a brief update
- Found Faculty Assembly Constitution

LT Podium PCs

- Podium PCs – Please DO NOT turn off
- Projectors – PLEASE DO turn OFF
- Inform faculty and adjuncts

Articulation Agreement

- Penn State Mont Alto (PSMA) interested articulation agreements
 - Reviewing course-by-course to transfer to PSMA
 - Dr. Poole would like blocks instead of course-by-course
 - Only for Penn State satellite campuses; larger campuses have own process
- Still working on WCPS articulation agreements
- Shippensburg Physics articulation agreement
- Listing of articulation agreements on HCC website is disappointing
 - Not dated
 - Need to be reviewed – similar to program review process
 - Put front and center for procedures and marketing

Promotion and Tenure Timeline

Reminder – portfolios due tomorrow

Ad Astra Discussion

- Acknowledge that Academic Systems Specialist is new and learning program
- Apologize for frustration and appreciate your patience
- Anytime Academic Systems Specialist is emailed, copy Interim VP Schoenenberger
- Things will improve once DOI is hired

Textbook Adoptions

- Interim VP Schoenenberger explained her recommendation about textbook adoptions following yesterday's Zoom meeting
 - Faculty must identify the textbooks
 - Division office associates will enter textbook orders in new system
 - Office associates can print out what they entered for division directors to review
 - Hands-on training?

Blueprint Update

- Making progress
- Dr. Willow meets weekly with Interim VP Schoenenberger and 8-10 other people
- New semester issues for spring
- Focus set on looking at having guidebook in place (behind with that)
- Need to get through MOU
- How to be college student self-guided course
 - Potentially provide alternative assignment this semester
 - Credit compensation amount unknown
 - Any interested faculty can meet with Interim VP Schoenenberger
- Guidebooks must be completed; hope to come together to work on this
- FT faculty presentation for new ECAP adjuncts; perhaps at May 14 WCPS meeting
- Two hours per discipline; returning instructors working thru process

Positions / Vacancies

- Not many appropriate candidates for Business faculty position
- MIS interview rescheduled
- A few applicants for MLT faculty position – no academia
- Dean of Instruction position remains open; screened applicants will then move to committee

Other /Announcements

- Next meeting will be February 22, 2024, from 9-11 am in STC-182
- Working to schedule CPL meetings

Future Meetings

February 22, 2024
March 7, 2024

March 21, 2024
April 4, 2024

April 18, 2024
May 2, 2024

cc: J. Klauber, H. Soeffker-Culicerto, C. Ohl-Gigliotti, C. Ranalli, B. Kirkpatrick, faculty, division office associates