

# ACADEMIC COUNCIL

December 14, 2023

## Meeting Minutes

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

**Excused:** R. Rohan

*Minutes taken by L. Bird*

### **Reflection**

“Nothing in life is of any value except the attempt to be virtuous.” ~ Iris Murdoch

### **Approval of Minutes**

Director Montgomery motioned to approve the November 2 and 30 minutes. Director Hammond seconded the motion. Both sets of minutes were approved as written.

### **Dean of Instruction Update**

- Observation Status Review
  - Observation lists shared with directors to review and ensure they were correct
  - Dr. Renninger now has access to the piloted observations
  - Recommended to include adjunct ID when asking adjunct to sign forms – especially new adjuncts
  - Signing does not mean that you agree, means completion purposes of form
- Interim VP Schoenenberger explained that Dr. Willow (WCPS) needs to know of any issues with teachers not responding; provide her with names; not punitive

### **Dean of Distance Learning Update**

- Training requirements will be added to full-time faculty hire letters
  - Quality Matters – Applying the QM rubric training (APPQMR)
  - Teaching in the Community College course
  - D2L Training for Instructors certification
  - Fletcher Center Faculty Orientation Cohort
- Discussion regarding adjunct teaching requirements
  - Require some D2L training
  - Adjunct orientation course
  - L. Cornwell can demonstrate the orientation course at an upcoming Academic Council meeting
  - Potentially start next fall
  - Feedback should be given to Dean Beache
- ConexED/D2L Integration New Expectations
  - Retention tool built that will work with D2L
  - Need to ensure mid-term and final grades for all courses are recorded in D2L platform
  - Send feedback to Dean Beache
- Finalizing List of Active Online Courses
  - Inform Dean Beache of any feedback

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

- Enrollment
  - Understanding overlap of credit and noncredit; handout reviewed

- Withdrawn Student Survey
  - Pretty good response rate and then followed-up with students; handout reviewed
- Course Evaluations
  - Evaluations close on Friday at midnight
  - High schools should follow processes for all D2L classes
- Upcoming Surveys Reviewed
  - Poster at Colloquium that shares data
- Middle States Conference
  - Diversity and Inclusion
  - Different initiatives
  - Dr. Ranalli feels good about what we are doing
  - Interim VP Schoenenberger and Dr. Renninger shared their thoughts

### **Faculty Assembly Chair Update**

- Faculty administrating exams
- Interim VP Schoenenberger explained that workshop agenda activities came from ARPDPs
- Faculty concerned that Colloquium was moved to Monday
- Questions about new student orientation; Interim VP Schoenenberger will contact N. Kennedy

### **Blueprint Update**

- MOU has been reviewed and will be uploaded to Teams; special thanks to Jamie Cannon
- Next steps are the Blueprint team, Dr. Klauber and finally Dr. Willow

### **Academic Affairs Strategic Plan**

- Plan is not finished but will be reviewed
- Assist with Unit Planning
- Will be placed on Academic Council Teams site for everyone to work on it individually
- Potential half day Friday retreat

### **Faculty Calendar**

Council voted that 'Faculty Calendar' that was published each semester is no longer needed

### **Professional Workshop Week Agenda**

Reminder about Professional Workshop Week in January

### **Spring Registration Calendar Question**

Last date to withdraw on 24/SP registration calendar is correct due to the holidays/closings

### **Academic Integrity Process**

- Time limit
- If agreement: straight forward – no agreement: appeal process
- Process can be found in HCC Student Handbook
- Directors asked to review process with faculty

### **Final Grades Reminder**

See Iris Yates' email of 12/11/22 @ 2:59 pm

### **CAP Discussion Reminder**

- Bringing it up again – may be misunderstood
- Section max cap: most appropriate capacity for supporting classroom learning with no extra seats available

- Not all courses have the same cap (all PSY 101 have same cap)
- Ad Astra has predictive analytics so there will be consistency
- Contact Ad Astra to see caps of other colleges
- Difference between face-to-face and online section caps

**FYE Course**

- Course embedded in Title III grant; will be students who placed into one or more developmental classes
- Fall 2023 – 54% failure rate
- Standalone course with nothing to motivate student to take it
- Course makes student familiar with HCC and its resources
- Spring – two classes currently able to run – don’t see classes filling up
- Will be a requirement so directors need to review programs and ensure students take course first semester
- Batch necessary curriculum forms to be ready for Fall 2025
- Program requirement – student must pass
- Many instructors needed for Fall 2025; perhaps instructor must go thru course prior to teaching
- Look at other institutions – see how they manage FYE classes
- Maybe discuss at standing meetings – include Dr. Ranalli
- A. Preston is creating and Informer dataset

**Positions / Vacancies**

- Dr. Renninger’s last day is next Wednesday – wishing her success
- Two biology faculty hired
- Cybersecurity faculty interview tomorrow
- Open full-time faculty positions: sonography and MLT programs

**Other /Announcements**

- Next meeting scheduled for January 11, 2024, 9-11 am in STC-182
- All theater shows were successful
- Whole nursing class passed – January 5 graduation – hopefully all will do well on NCLEX exam
- RAD program received official accreditation letter

**Future Meetings**

January 11, 2024  
January 25, 2024

February 8, 2024  
February 22, 2024

March 7, 2024  
March 21, 2024