

# ACADEMIC COUNCIL

February 22, 2024

## Meeting Minutes

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

*Minutes taken by L. Bird*

### **Reflection**

“Worrying is carrying tomorrow’s load with today’s strength – carrying two days at once. It is moving into tomorrow ahead of time. Worry does not empty tomorrow of sorrow; but it empties today of strength.” ~ Corrie Ten Boom

### **Approval of Minutes**

Director Montgomery motioned to approve the February 8 minutes. Dr. Schwartz seconded the motion. The minutes were approved with changes.

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

- Reminder to submit feedback for spring 2024 faculty meetings
  - Request form available online in Academic Council Teams
  - Due date Friday, March 1
- Planning for June “Distance Learning Week” workshops
  - Four days
  - Encourage faculty to attend Applying the QM Rubric Training (May 30-31)
  - Course mapping session (Creating Course Alignment Maps, tentatively May 29)
  - Section on accessibility again (below 85% for semester) in computer lab (Accessibility Bootcamp, tentatively May 28)
  - Contact Dean Beache
    - Suggestions for other overarching activities
    - Any faculty interested in doing presentations

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

- Handout reflecting MACC spring 2024 enrollment
  - Dr. Ranalli explained that it is striking to see a comparison
- Sexual assault survey is active
  - Six responses to date
  - Student posters placed around campus
  - Can remain open for as long as needed
  - Send to faculty and directors to post
- Climate survey is out
- Shared Governance Committees
  - List being developed of faculty rotating off committees
  - Dr. Schwartz will be working on his part
- Reminder: Unit Planning Goals - March 1
  - As much time as possible to think about goals
- 7.5 week evaluations – tomorrow

### **Faculty Assembly Chair Update**

- Faculty Assembly met last week because January meeting was cancelled
- Discussion about Faculty Guidebook
  - Faculty would like to be informed of changes made
  - Perception that things had changed and faculty were not informed (e.g., HR reimbursement process)
- Interim VP Schoenenberger shared her thoughts on the next Faculty Guidebook
  - Removing any portions that can be found in the Employee Handbook and replace with a link
  - Will work with faculty regarding what needs to be included
  - Open to feedback if desired information is not found in the document
- Group formed to revise Faculty Assembly Constitution
- Campus Safety to explore development of campus chemical hygiene plan
- Academic Standards reviewing course repeats
  - Proposal should go to Interim VP Schoenenberger first, not Governance Committee
- Faculty Affairs studying program coordinator compensation
- Communication
  - Director Hendrickson suggested communication from Cabinet and Board of Trustees meetings
  - Dr. Ranalli explained approved items can be shared from Board of Trustees meetings
  - Interim VP Schoenenberger will add a category on Academic Council agendas at some point in the future

### **Honors Convocation**

- Window envelopes will be used for certificates instead of having them mounted on a plaque
- Process for selecting awardees will be the same as in the past
- Location for signed certificates currently TBD

### **Professional Development and Using Personal Credit Card**

- Follow the typical college procedures paid in advance by HCC via purchase order or check request
  - College purchase cards (not personal credit cards) may also be used
  - Should be minimal direct reimbursement to the employee

### **Student Clubs in Classrooms**

- Priority will be given for classes, not student clubs
- Decision will be shared with appropriate Student Services personnel

### **Unit Planning Preparation**

- Ensure they smart goals
- No more than 5 goals
- Share with Interim VP Schoenenberger prior to submission
- Future thoughts in reference to requesting faculty positions
  - No longer use goals – create a structured form to identify needs
  - Collaborate with Dr. Ranalli and directors
  - Consistent information on the front end
  - Committee to be formed (include some division directors – not DV, HS or NUR – needs are different)
  - Difficult to compare if criteria are not same

### **Program Reviewer Process**

- Process is now running smoothly
- Howard and CCBC both have internal reviewers, not external

- Should go through approval process to make sure reviewer's salary is approved and in budget – use unit planning so process is clean
- Follow contract process for securing reviewer
- Reviewer to complete analysis and then invoice, next step is check request
- Need to locate program review timeline that Dr. Renninger had on Teams

### **Fall 2024 In-Service Days (Workshop Week)**

- In-Service Days no longer reflected on Academic Calendar (does not need Board of Trustees approval)
- Fall 2024: faculty return August 19, classes start August 26
- Consider different areas to do presentations: HR, PIE, Dawn Reed/professional development, conflict in classroom tabletop with Chief Byers, large Q & A timeslot for faculty, etc.
- Making Workshop Week more robust
- Some activities will be designated as required
- Look at how AFACCT format can be incorporated

### **ARPDPs**

- Now in KRONOS
- Will have a due date then no longer accessible
- Interim VP Schoenenberger will email full-time faculty and directors the process and timeline
- SLOA no longer needs to be submitted as part of ARPDP

### **Blueprint Update**

- Dr. Poole contacted ECAP adjuncts that did not submit syllabi; list will be compiled to share with Dr. Willow
- Dr. Willow, Adam Parry, Dr. D'Ambrisi, Tanda Emanuel, Interim VP Schoenenberger to meet tomorrow and discuss having HIM program offered at WCPS
- Blueprint MOU review meeting tomorrow
  - Time to make changes
  - May bring up Howard's rights and responsibilities
  - Talk about guidebooks and current state they are in
    - Faculty and a director working on teacher/liaison guidebook
    - Kaprece Smith already started
    - Some directors to work on implementation guidebook
- Alternative Assignment offered over summer for one faculty to develop course and have ready when WCPS classes start in fall
- Clarification needed from Dr. Willow about WCPS paying for summer classes
- Continue same adjunct hiring process as currently being done – no more than 12 credits a semester (WCPS + HCC)

### **Positions / Vacancies**

- Still working on Business full-time faculty position
- April 1 is due date for faculty retirement notification
- English full-time faculty position req today
- Alicia Henson has returned
- MIS position in PALS has been filled
- Janie Spielman is back
- LT is hiring Learning Technology Specialist (Ryan Edwards resigned)
- Weekend/evening NUR program – put in application by August 15
- Diagnostic Medical Sonography interview next Friday; MLT position remains open

**Other /Announcements**

- Dr. Hendrickson and Dr. Poole praised tabletop exercise Chief Byers offered for their divisions
- Advisory committee member submission process will change; L. Bird working on it
- Advisory committee manual outdated and needs to be updated
- Next meeting will be March 7, 2024 from 9-11 am in STC-182

**Future Meetings**

March 7, 2024  
March 21, 2024

April 4, 2024  
April 18, 2024

May 2, 2024  
May 16, 2024