

Faculty Assembly February 15, 2024

62 Faculty in Attendance, BSH 114

Meeting Called to Order at 2:33PM

Faculty Only Meeting

I. Approval of the November, 2023 meeting minutes

- a. Alicia Drumgoole 1st; Sean Wynkoop 2nd; unanimously approved

II. Committee Reports

a. Teaching and Learning - co-chair Robin Witmer-Kline

- a. The committee met 2/2/24. The committee has a charge to review two library policies- #7050, and # 8076. Policy #7050 pertains to library use by non-HCC users. The committee voted to amend the language of the policy that relates to usage fees. Policy #8076 is the Hagerstown Community College Library Development Policy. The committee is actively reviewing each section of the policy.

b. Faculty Affairs – co-chair Lore Kuehnert

- a. The committee met and is currently reviewing the responsibilities associated with program coordinator positions. The committee discussed the possibility of creating a sub-committee to include program coordinators in the review. Lore noted more committee work on this subject should be available for sharing for the next Faculty Assembly meeting.

c. Academic Standards - co-chair Amanda Miller

- a. The committee met and has continued their work on the charge pertaining to course repeat procedures. The committee reviewed course repeat policies at other institutions and drafted a statement that was sent to Interim VPAASS Schoenenberger. The committee has also continued the work on the charge pertaining to “D” grades as gateway grades to progress in course sequencing.

d. Student Affairs – co-chair Alicia Henson

- a. No report. The committee did not meet.

e. Admin & IT –co-chair Greg Betz

- a. The committee met, but does not currently have any charges.

f. Institutional Assessment – co-chair Tanda Emanuel

- a. The committee did not meet.

g. Campus Safety –co-chair Margaret Yaukey

- a. The committee met and has been working on MSDS data collection. Additionally, the committee is working to expand the chemical hygiene safety plan, which Margaret noted will be a large undertaking. The committee has plans to review chemical hygiene safety plans at other institutions as a starting point. The committee is also in review of campus-wide safety concerns. Margaret reported Eric Byers has plans to offer smaller-scale safety exercises for specific buildings/areas across campus.

h. Curriculum –co-chair Olu Bamiduro

- a. The committee met. Olu reported there was discussion at the last committee meeting about expanding the details included in the meeting minutes. The committee is reviewing a new software program, which may enhance the coordination of courses. Rebecca Westmeyer reminded faculty that 2/14/24 was the deadline to submit catalog changes, however she was able to work in

conjunction with Chelsea Brereton to have the deadline for catalog change submissions extended to 2/21/24.

III. Chair's Report

- a. Textbook Adoption Update
 - A new software is being utilized to input textbook adoptions. There were recent discussions about potential changes to the textbook adoption process, however the current process will remain unchanged. Division office associates will continue to be responsible for inputting textbook data into the new system, once faculty have identified their textbook preferences.
- b. Hybrid Classrooms & QM Certification
 - The initiative of the college administration is that all online courses will be Quality Matters certified, as had been previously discussed with the faculty body. Eric provided an update to faculty, noting the goal is now to also QM certify hybrid courses, as well. If a course has been facilitated in an exclusively online format for three years, instructors will be required to discuss and receive approval from Dean Beache to modify the delivery of the course to a hybrid format.
 - Faculty engaged in discussion on this update. Concerns were raised about the requirement of QM certification for courses that have face-to-face components (hybrids). Concerns were also noted about the Dean of Distance Learning governing the format of course delivery.
- c. Tuition Reimbursement Changes
 - A concern was raised from a faculty colleague that pertained to tuition reimbursement practices. Certificate programs are no longer covered by the tuition reimbursement benefit offered to faculty. According to the 2023 Academic Affairs Faculty Guidebook, *"Hagerstown Community College will limit reimbursement to one undergraduate degree and one graduate degree per employee."*
 - Faculty discussed this topic at length. Concerns were brought forward about who is responsible for making changes to the Faculty Guidebook, and how those changes to the Guidebook have been communicated to faculty.
 - The discussion continued further regarding the contents of the Faculty Guidebook. Questions/concerns on the topic of content:
 - Could the Faculty Affairs Committee take part in reviewing the contents of the Faculty Guidebook?
 - The faculty are seeking clarification on the application of the terms policy/procedure/rule/guide.
- d. Compensation for Lab Instruction
 - Eric noted HR is in review of lab compensation procedures at other community colleges. Interim VPAASS Schoenenberger and Kelly Jacobs have plans to meet with the division directors (those divisions with labs) to review the formulas currently in use for compensation. Interim VPAASS Schoenenberger tabled the discussion with Dr. Klauber on this topic in light of the proposed budget cuts to the institution [as described by Dr. Klauber].

- e. Academic Council
 - At the most recent Academic Council meeting, Dr. Carlee Ranalli discussed grade distribution data. Grade distributions are under review as part of preparations for the Middle States visit. Eric explained that according to the data, grade distributions are excessively high. Faculty discussed this information. It was noted the data is separated: blueprint & non-blueprint.
- f. Board of Trustees Meeting
 - The next Board meeting is 2/20/24. Eric asked faculty to send any items they'd like to have shared.

IV. New Business

- a. Appointment of Professor Veronica Stein to Ad Hoc Shared Governance Review Committee
 - Motion: Melinda May, 2nd: Stacey McGee
- b. Discussion of Faculty Assembly Constitution
 - Alicia Drumgoole secured a copy of the Faculty Assembly Constitution from archives. The document was drafted in 1982. Alicia is interested in forming an internal Faculty Assembly committee to review the document. Alicia will send a copy of the document via email to all FT faculty. Those with interest in joining the committee were instructed to email Eric.
- c. PTK Announcement
 - Stacy Reikowsky praised the engagement of the HCC PTK chapter and announced all of the current HCC PTK officers will graduate in May. Stacy asked for faculty to encourage eligible students to join PTK.
- d. Campus Book
 - Alicia Drumgoole announced the campus book project is under way. The next step to establish a reading group/book club and develop curriculum to accompany the book. W.A.C. will be a part of curriculum development. Chris Arnade will be here 9/25 & 9/26 for the campus event. Alicia is investigating the how the curricular material can be incorporated into QM modules. There is a meeting scheduled for Wednesday March 6th which will focus on campus book-related curriculum development.
- e. Middle States Updates
 - Kate Benchoff reported that review is ongoing of the work/documents submitted by the working groups. Groups will be notified if additional documents are needed. There is a steering committee meeting upcoming in March.
- f. Collective Bargaining Discussion
 - Collective bargaining was discussed.

V. Questions/Additional Announcements/Feedback

- a. A question was posed to the assembly about faculty representation on the search committee for the Dean of Instruction. It was confirmed during the meeting that there is faculty representation on the search committee. Applications have been received for the position and interviews will be conducted in the near future.
- b. A new workflow for ARPD forms is currently being piloted. In this new workflow, the ARPD forms will be reviewed by the Division Director, the Dean of Instruction, the Dean of Distance Learning, the VPAASS, and lastly the college president. The current ARPD review workflow does not include the Dean of Distance Learning.
- c. A concern was raised about the retention specialists team sending students directly to faculty offices for assistance outside of the faculty's scheduled office hours.

- It was noted the Ad Hoc Advising Committee requested to reconvene as there is some outstanding work to address regarding duties of faculty and retention specialists. The Ad Hoc committee hopes to have more information to share at the next Faculty Assembly meeting.

VI. Adjournment at 3:27 PM

VII. Next meeting Thursday 3/21/2024 2:30 PM in person