

ACADEMIC COUNCIL

March 21, 2024

Meeting Minutes

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

Excused: D. Poole, E. Schwartz

Guest: L. Cornwell

Minutes taken by L. Bird

Reflection

“We are all travelers in the wilderness of this world, and the best we can find in our travels is an honest friend.” ~ Robert Louis Stevenson

New Faculty Getting Started Guide

- L. Cornwell reviewed SoftChalk lesson
 - Link found on Fletcher Faculty Development Center/Onboarding & Faculty Development/New Faculty Getting Started Guide
 - 2 hours to complete

Approval of Minutes

Director Montgomery motioned to approve the March 7 minutes. Director Hammond seconded the motion. The minutes were approved as written.

Dean of Distance Learning Update

- Faculty Orientation
 - Provided full-time requirements handout
 - In hire letter as of two weeks ago
 - Checklist officially in Kronos (faculty must complete one year from hire date)
 - Quality Matters – Applying the QM rubric training (APPQMR)
 - Teaching in the Community College course
 - D2L Training for Instructors certification
 - Fletcher Center Faculty Orientation Cohort
 - Visible to direct supervisor
 - Division directors’ opinion needed for timeline
 - Need a baseline for adjuncts
- Adjunct requirements for Fall ’24 consideration (follow-up on December 14 discussion)
 - Minimum completion of Units 1–4 (i.e. Intro to D2L, Course Development, Creating Assessments, Grading)
 - Need to establish deadline for completion – at least by fall
 - Contact B. Huffman, E. Murray or Dean Beache for D2L assistance
 - Talked to staff about one day training for WCPS
 - Adjunct orientation course does not require D2L login
 - Suggestion offered - whoever starts fall must complete part by end semester; other requirements second semester

- Reminders
 - QM Quality in Action (virtual conference) Friday, May 3rd
 - Registration info and PD request instructions shared via March 8th email with full-time faculty
 - Deadline is soon
 - Share with division faculty
 - Directors eligible to participate

Dean of Planning and Institutional Effectiveness Update

- Really busy
 - Middle States Steering Committee meeting on Friday
 - Dr. Ranalli is out of the office MTW next week visiting another institution
 - Dr. Alison Buckley is chairing Middle States team
 - Seven years at Howard Community College
 - Here this fall; meet with folks and come back with team in spring
- Surveys - SACCS, staff development survey
- Sexual assault survey – worked out bugs with emails; over 100 who went into it; wrapping up soon
- Pleased with feedback received regarding survey about staff development workshops
- Sending out faculty/staff survey soon

Faculty Assembly Chair Update

- Not available

Approved Fee Schedule

- Fee schedule provided - not in final form

Policies

- Copies provided
 - Information Security Program Policy 8098
 - Protection of Personal Identifiable Information Policy 8099
- Identify questions for an information session to be offered at Fall Workshop (RE: policies 8098/8099)
- Critical information and should be shared with divisions
- Directors to gather questions and give to Interim VP Schoenenberger before faculty leave in June
- Questions will be given to C. Fentress in preparation for fall information session (required)

Program Reviews: ADJ, PSY, ART, CVT

- Next steps discussion
- Summarize – should go to Board of Trustees in May – guideline available
- SWOT analysis included in report
- Need to figure out what's public facing on website
- May need to proceed due to Middle States and not wait for Dean of Instruction to be hired

Honors Convocation Update

- Large group meeting yesterday
- Went over logistics
- Digital invitations for graduates meeting parameters
- No specific order for recognition
- Less hands-on support needed

Blueprint Update

- Received documentation from A. Miller and workgroup

- Proposed number of hours for a liaison = 8-14 hours per semester
- One liaison per subject – not content expert
- Content training to come from faculty in organized sessions
- Lecturer is person at WCPS who is teaching
- Number of liaisons per school depends on the school
- Needs to be an adjunct – not someone at the school
- Dawn will share MOU with Dr. Klauber

Presenters Needed for 7th Grade Career Exploration Day at HCC on May 29 and 30, 2024

- K. Crawford’s and J. Burnett’s area already working on this
- Working on setup not speakers
- Next meeting will decide how to determine speakers
- Over 1700 students
- Have conversations with faculty as to who would like to participate

Ad Astra Update

- Appreciate everyone’s patience
- Met with Ad Astra yesterday
- S. Lietuvnikas receives training – not S. Elliott – will move to include her
- Next week – executive meeting, then kick off meeting

Positions / Vacancies

- Two finalists for Business faculty position
 - Shout out to Dr. Hendrickson for summary (very helpful)
- Two active positions for HS division
 - DMS faculty interview Friday – not moving forward (possible clinical coordinator)
 - MLT faculty – April 1 – very promising – at VA community college
- DOI interviews continuing – one more
- VPAASS position open

Other /Announcements

- NAACLS - Acknowledged as a Serious Applicant for Initial Accreditation
 - THANK YOU, KATHLEEN!!
 - Went above and beyond
 - MLT students can sit for board exams
- Dental hygiene at seven year mark for accreditation with CODA
 - Site visit by accreditation team will finish up 2:30 today
- BISFA Visual Arts Senior Exhibition HERE at the Kepler, Friday 3/22 @ 6-8p!
- Next meeting will be April 4, 2024, 9-11 am, STC-182 (Cancelled 4/3/2024)
- Interim VP Schoenenberger to visit the three full-time faculty’s classrooms
 - Just for a visit – wants to be supportive – get to know them – not documenting anything

Future Meetings

April 4, 2024	May 2, 2024	May 30, 2024
April 18, 2024	May 16, 2024	June 13, 2024