

# ACADEMIC COUNCIL

April 18, 2024

## Meeting Minutes

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

**Excused:** K. Hammond

*Minutes taken by L. Bird*

### Reflection

*“The degree to which a person can grow is directly proportional to the amount of truth he can accept about himself without running away.” ~ Leland Val Van De Wall*

### Approval of Minutes

Dr. Schwartz motioned to approve the March 21 minutes. Director Montgomery seconded the motion. The minutes were approved with changes.

### Dean of Distance Learning Update

- Requested feedback of new draft from the “Universal Syllabus” pilot group (attachment)
  - Send recommendations to Dean Beache
  - Will send to Dr. Schwartz for Faculty Assembly
- “Distance Learning Days” spring workshop schedule (attachment)
  - Held the week of Memorial Day
  - Some workshops require registration
- Congratulations to Alicia Drumgoole for attaining QM certification (ENG 112)
- Requested updates for 24/SP adjunct faculty meeting (regular adjuncts vs. WCPS)
  - VP Schoenenberger announced a joint professional development with applicable WCPS instructors on Tuesday, August 20 from 8:30 am to 12:30 pm in BSH building (*time change made 4/23/24: now 12:00-3:30 pm*)
  - Directors are to reach out to WCPS coordinators to ensure everyone has done D2L training
  - VP Schoenenberger explained division adjunct faculty meetings can be held (division discretion)

### Dean of Planning and Institutional Effectiveness Update

- Spring 2024 Enrollment Overview (attachment)
  - Non-dual enrollment went up this semester
  - Diversity going up
- Middle States Update
  - Dr. Klauber and Dr. Ranalli to meet next week to set dates to meet with Dr. Buckley
  - Dr. Buckley will return this fall
- Shared Governance Committee Update
  - Dr. Schwartz is working with faculty to determine service on committees
- Waiting on one more department for faculty/staff survey

### Faculty Assembly Chair Update

- Today is the last meeting for this semester
- New officers for Faculty Assembly

- Voting results:
  - Mike Harsh was granted emeritus professor status
  - Joe Marschner was selected as faculty of year
- NACEP interest
- Security/privacy questions to be sent to directors or VP Schoenenberger
- Concern with changing advising to mentor advising

### **Ad Astra Update**

- Reassigned project director from VP Schoenenberger to Joe Seiler; met with Ad Astra team
- Preparing to send out survey link email to involved Academic Affairs team members
- Second meeting will be pared down by a good number – then focus groups – to meet with Ad Astra team to learn about survey and scheduling
- Historical data will be pulled in – full force fall 2025
- Intention is to have predictive analytics guide us for most part and incorporating as it makes suggestions
- Approval process for any changes, then DOI, work with academic division based on situation
- Ad Astra to provide complete and comprehensive report
- OAs will be trained by Joe Seiler
- Little different for HS and NUR divisions because they are cohorts

### **Blueprint Update**

- Things coming together
- NACEP sign on
  - VP Schoenenberger can add people one at a time
  - Let her know who from your division would like access
  - Access given to entire website including webinars
  - Once comfortable; LT staff will be added; possibly WCPS coordinators
- Kate Benchoff volunteered to talk at Faculty Assembly about participating in checklist system in NACEP accreditation guidelines
- Kaprece Smith to present to faculty during workshop; then ask for faculty that want to participate
- Committee will be formed to access how we are doing with NACEP requirements
- Upcoming PD with WCPS/HCC; only dual enrollment WCPS faculty with dual enrollment HCC faculty
- Director Arnone, Director Montgomery, Dr. Hendrickson, Dr. Poole and VP Schoenenberger met to work on job descriptions for adjunct liaisons
  - Will get alternative assignments – 1 credit per 3 teachers
  - Clean up job descriptions
  - Divisions hire their own liaisons
  - Teachers will have one liaison – liaisons to have multiple teachers
  - WCPS faculty to rely on liaison and directors only; directors contact faculty as needed
  - Liaison to report directly to directors – do not have to be content experts
- Policies and Procedure manual being created
  - Collecting information
  - Directors to respond in timely manner if WCPS teacher does not meet standards
- Directors would like to know who is no longer teaching – needs to be part of process
- Parent/student handbook almost finished
- Work on liaison manual to start once semester ends
- Need to develop FYE course for WCPS students only – must be self-guided

**Other /Announcements**

- Next meeting will be May 2, 2024 from 9-11 am in STC-182
- Tanda Emanuel / Electronic Health Records (certificate – portion of HIM degree)
  - Students must be a junior
  - Will be teaching at South High – approximately 20 students
  - Next year add another class at Clear Spring High School
- Not meeting CCR – grandfathered in; moving forward – must meet standards

**Future Meetings**

May 2, 2024  
May 16, 2024

May 30, 2024  
June 13, 2024

June 27, 2024  
July 11, 2024