

ACADEMIC COUNCIL

February 5, 2026

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, K. Smith, V. Stein, J. Telemeco

Guest: C. Fentress

Minutes taken by L. Bird

Reflection

“Our prime purpose in life is to help others. And if you can't help them, at least don't hurt them.” ~ Dalai Lama

Technology Information and Questions – C. Fentress

- Due to HCC security risks/issues, Dropbox will no longer be accessible from campus and Google Drive
- Individuals will be requested to use Microsoft OneDrive
- Dr. Stein questioned whether there would be OneDrive training for faculty, staff, and students
 - C. Fentress explained
 - Announcements will be sent to students on how to use OneDrive
 - Training classes will not be offered
- Concern raised
 - WCPS uses Google Drive and files are shared between institutions using it
 - Department of Education
- C. Fentress will investigate if there are security concerns with Google Docs
- Will push out change fall 2026

Approval of Minutes

L. Montgomery motioned to approve the November and December minutes, K. Smith seconded the motion. The minutes were approved as written.

Dean of Academic Innovation and Instructional Technology Update

- Shared Governance research request data collection
 - During the January Governance Council, a research request was brought forward regarding grades being posted on external platforms
 - A copy of the research request was distributed with the meeting notes on February 2nd
 - Directors were asked to address this topic during division meetings, so faculty could share any concerns about bringing grades into D2L
- Update made to Respondus environment check details to address concerns with student attire
 - A blurb provided by the Dean of Students' office was added to the students' start-up instructions.
 - This section in the instructions is now locked and may no longer be edited by faculty
 - Faculty can continue to personalize instructions under the “Additional Info” section.
- D2L accessibility internal reviews update
 - Reviews began last year and will continue twice per year moving forward
 - A new report was shared with directors, highlighting faculty that the ASOE team will be contacting this semester
 - The criteria were based on course sections that fall below the institutional requirement of 85%.
 - Instructors with more than 10 course sections in the report will be prioritized for support.

Dean of Instruction Update

- Academic Scheduling for Student Success Phase 5
 - Changing the timeline a little bit
 - Updating whole process so it is more inclusive of directors and faculty for best interest of students; faculty as need to address any issues
 - Directors sharing issues
- Advisory Committee Handbook
 - Handbook has been updated
 - Joint advisory committee added (WCPS and HCC) as a recommendation
 - Revised membership expectations (e.g., participation)
 - Organization role – chair and secretary; secretary = faculty; chair = community member
 - Secretary is not to be office associate; can be division director
 - Advisory committee meeting requirements – at least one meeting each academic year – unless required by outside agencies
 - Handbook is going through accessibility review before being uploaded to website and printed
- Watermark – Curriculum
 - Completed last phase of training, soon to be using the forms
 - Pretty self-explanatory – similar to what was used before
 - Linked to catalog; therefore, some information will automatically show on form if making course/program modifications
 - C. Brereton is working on manual
 - Pilot divisions Business & Technology and Mathematics & Sciences with full implementation fall 2026
- Credit for Prior Learning
 - Reviewing website
 - Meeting to look at process and fees
 - Going to a flat rate of \$75
 - Currently reviewing WSCE programs/courses to determine potential alignment with credit
 - Reviewing course CC10s
- Transfer Website Page
 - Continue to work with Webmaster to make revisions
- Curriculum Committee
 - Meetings March 6th and March 20th (if needed), last March meeting for programmatic changes
 - Last meeting April 9th – minor changes – no program changes

Dean of Planning and Institutional Effectiveness Update

- Survey updates
 - Sexual assault survey is done every two years; encourage students to do survey
 - Mental health survey meets Student Services collection needs
 - Student version of Data Walk on February 25; snacks and things during lunch
- Strategic Plan info
 - Reminder that Strategic Plan is going to the Board this month then can be released and acted on
- Policy updates
 - Emailed to campus on February 4; still working on some

Faculty Assembly Chair Update

- Thinking about Shared Governance representatives for next fall
- Nominations for faculty of year determined; vote will occur March
- Emeritus nomination coming soon

Director of Early College Programs Update

- NACEP letter of intent approved with self-study – due to K. Smith May 23 and to NACEP June 15
- Last day to register for early college classes at high school is February 10
- If directors have questions, K. Smith will email principals
- Bell schedule will be sent to directors by K. Smith
- Applications for degree programs are available
- On campus, full-time – March 1 is priority date, regular due date is May 1
- Application process only occurs once per year

VPAASS Update

- Delayed openings
 - VP Schoenenberger requested that everyone read the email from Dr. Markoe dated 2/20/2026
 - Should not arrive more than 30 minutes early to ensure lots are plowed
 - If lot is not plowed, do not park in the lot
 - Non-exempt are to login no sooner than 7 minutes prior to college opening; some exceptions
 - If employees choose not to come in, timesheet will reflect time college closed and rest day would be taken as leave
- Copyright/Fair Use
 - Contact Director Grahl with questions, not VP Schoenenberger
 - Some faculty asked Library personnel to help reproduce materials that were copywritten; Library will be happy to guide and refer to page in lib guides
 - Librarians will bring division directors who would go to lib guide and communicate with their faculty

Other /Announcements

- Next meeting will be March 5, 2026, from 9:00-11:00 am in STC-182
- Open position in PALS
- Adult Education received all their grant money
- Amy Valentine-Walker has been onboarded as the Temporary Early College Registration Advisor
- Jennifer Hockenberry accepted the position of Office Associate - Adjunct Services
- BT division needs a welding instructor
- Dental lab will open on February 23
- MLT adjunct needed
- Interviews for Nursing Director

Future Meetings

March 5, 2026
April 2, 2026

May 7, 2026
June 4, 2026

July 2, 2026
August 6, 2026

cc: J. Klauber, H. Soeffker-Culicerto, C. Ohl-Gigliotti, B. Kirkpatrick, faculty, division office associates