

# ACADEMIC COUNCIL

Thursday, March 20, 2025

## Meeting Minutes

**Attendees:** N. Arnone, K. Jordan-D'Ambrisi, M. Grahl, K. Hammond, M. Hendrickson, L. Montgomery, D. Poole, C. Ranalli, J. Telemeco, D. Schoenenberger, K. Smith, V. Stein

**Absent:** V. Beache, L. Bird

*Minutes taken by K. Smith*

### **Reflection**

“If you don't like the way the world is, you change it. You have an obligation to change it. You just do it one step at a time.” ~ Marian Wright Edelman

### **Approval of Minutes**

L. Montgomery motioned to approve the March 3rd minutes and K. Hammond seconded the motion – approved as written.

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

- No report

### **Dean of Instruction Update**

- Ad Astra
  - Working to resolve data issues
  - OA training will take place
  - Meeting with Montgomery College for insight, where it was recommended to start small with the optimizer
  - S. Elliott sent out optimizer report on 3/19, notify her with any changes by Monday, 3/24 to accommodate Veterans' registration
  - V. Stein shared concerns about the capacity listed for certain classrooms, D. Schoenenberger asked Division Directors to work with faculty to share any room concerns and report them to K. Jordan-D'Ambrisi; K. Jordan-D'Ambrisi requested this feedback ASAP
- Room Changes
  - Room changes based on course need
  - Room change requests must be submitted to K. Jordan-D'Ambrisi and copy S. Elliott
- MD Department of Education Site Visit
  - Received final report, though updates will be made because other school's information was included
  - Went well, in full compliance in five areas
  - Need to address three specific requirements that are easy to address
  - Next visit in 7 years
- Program Reviews
  - Received SWOT analysis and is posted on the Teams site
  - Division Directors have access to it
  - Reflections are due on April 1<sup>st</sup>
  - D. Schoenenberger will write the final report by May 1<sup>st</sup> in preparation for the June Board of Trustees meeting

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

- Middle States
  - Division Directors are asked to commit three faculty members to attend the faculty open forum and encourage staff to attend the staff open forum
  - Dr. Klauber sent an email with information to review and reminders last night
  - Schedule is fluid
- PALS Dashboard has been created

### **Faculty Assembly Chair Update**

- Faculty Assembly Today
  - Vote for Faculty of the Year and Emeritus Faculty
  - Filling vacancies on the governance committees by April
- Reminder to order regalia for Commencement by March 30<sup>th</sup>

### **Director of Early College Programs**

- Division Directors are asked to review the 2025-2026 WCPS Course List emailed on 3/19
- Jim Duffey has been hired as the Dual Enrollment Liaison for the Business and Technology Division and the Math and Science Division. He will start on April 7<sup>th</sup>.
- For the March 3<sup>rd</sup> Early College Degree Program Priority Deadline, 74 students were admitted, and six were conditional admits out of 87 applications

### **VPAASS Updates**

- Reminders
  - Order Commencement regalia
  - Review updated Board of Trustees policies emailed by C. Ranalli on 3/1/2024
- 2025 Honors Convocation Awards
  - L. Bird and C. Baer create a list of all eligible nominees
  - Departments must confirm that students meet the minimum GPA for each individual award
- Open House and Adjunct Faculty Lunch, next Friday, April 28<sup>th</sup>
- D. Schoenenberger and K. Smith are meeting with Gary Willow on 3/24, send any questions
- Interim Reports
  - Use is inconsistent
  - C. Ohl-Gigliotti's area provided feedback and asked for them earlier
  - Hoping ConexED will address the problem
- Promotion and Tenure Letters
  - D. Schoenenberger has completed them
  - They go to Dr. Klauber for review and then the Board of Trustees
  - D. Schoenenberger will keep the portfolios until the Board of Trustees finalizes requests
- The ARDPD template has been updated, D. Schoenenberger will email directions on how to complete it and the process.

### **Director Updates**

- K. Hammond
  - Info session for evening and weekend nursing program will take place on and representatives from Meritus will be there
  - Planning accreditation visit and working on self-study
- J. Telemeco
  - MLT program coordinator has been hired and ramping up PR
  - National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) will have an on-site visit in the fall

- D. Poole
  - BISFA Art show opening next week with opening reception this Friday 6-8pm
  - Recruiting backstage crew for the musical
- L. Montgomery
  - New science lab tech has been hired and will start on April 7<sup>th</sup>
- M. Hendrickson
  - There is a faculty opening in the division

**Other/Announcements**

- Next meeting will be April 3, 2025, 9-11 am in STC-182

**Future Meetings**

April 3, 2025  
 April 17, 2025

May 1, 2025  
 May 15, 2025

May 29, 2025  
 June 12, 2025

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