

ACADEMIC COUNCIL

April 17, 2025

Meeting Minutes

Attendees: N. Arnone, V. Beache, L. Bird, M. Grahl, K. Hammond, M. Hendrickson, L. Montgomery, D. Poole, C. Ranalli, D. Schoenenberger, K. Smith, V. Stein, J. Telemeco

Excused: K. D'Ambrisi

Minutes taken by L. Bird

Welcome

Congratulations to **Doctor** Vidda Beache!!!

Reflection

“You may not control all the events that happen to you, but you can decide not to be reduced by them. If you cannot make a change, change the way you have been thinking. You might find a new solution.” ~ Maya Angelou

Approval of Minutes

Director Hammond motioned to approve the March 20 minutes and Director Telemeco seconded the motion – approved as written.

Dean of Academic Innovation and Instructional Technology Update

- AI syllabus template proposal from Teaching & Learning emailed with agenda
 - Comments should be directed to Dean Beache for next week’s meeting
 - VP Schoenenberger explained that directors need to ensure adjuncts understand – with direction from lead faculty
- Discussion – Faculty concerns surrounding AI tools and plagiarism
 - Proctoring in 100% WEB courses will only occur for major assessments (i.e., mid-term and final)
 - Participation will be at the discretion of individual faculty members at the course level
 - Students should know requirements upon registering for class
 - Topic is being discussed with faculty in Teaching and Learning shared governance committee
 - Respondus will continue to be available for all faculty
- Reminder was sent out by the Fletcher Center for the upcoming QM Training (PD request form must be submitted):
Applying the QM Rubric Workshop (APPQMR)
Thursday, May 29, and Friday, May 30, 2025
9 a.m. - 12:30

Dean of Instruction Update

Not Available

Dean of Planning and Institutional Effectiveness Update

- Course evals begin 4/22/25 – ready to go
- Middle States wrapping up and preparing for next one
- Beginning to wrap up the HCC Strategic Plan
 - See what was accomplished and report
 - Start process again
- Watermark assessment software update

- Dr. D'Ambrisi and Dr. Ranalli finishing up
- Developing training for directors
- Faculty training
 - Dr. Stein recommended not in December
 - Reach out to faculty so they can be added
 - Mentioned that nursing will have to have theirs done because of accreditation
 - Discuss again at another Academic Council meeting
- Update on surveys
 - Timely Care to students this morning

Faculty Assembly Chair Update

- Faculty Assembly to discuss online classes (see Dean Beache's update above)
- Dr. Klauber brief overview April 24 luncheon
- Introduced Dr. Michael Markoe
- Voting on faculty members for Shared Governance and co-chairs

Director of Early College Programs Update

- On the Tuesday that Middle States team was here – MD agreed to expand CCR standards for students
 - Director Smith meeting next week with K. Crawford and A. Auldridge to discuss things
- Meeting with WCPS on April 28
- May 5 is regular deadline for students to apply to Early College
- May 8 doing a lunch and practice to celebrate Early College seniors

VPAASS Update

- Honors Convocation
 - Faculty that need to request absences for Commencement and Honors Convocation should email VP Schoenenberger
 - Must submit sick time in Kronos for absence
- AIW/AIV
 - Important for faculty to understand the difference – can be found in Student Handbook
- Capacity Concerns
 - Reminder
 - Need to speak to faculty to identify rooms with capacity concerns
 - Review to understand concerns – reduce capacity due to room size
 - Send concerns to VP Schoenenberger
- August 19 Workshop
 - D2L – in LSC
 - Director Arnone sent an email to her division's dual enrollment – will share with other directors
 - Meals (Dana/Carlee)
 - Rooms (Laurie/Sarah)
 - D2L (V)
- Watermark
 - Coming together nicely; great people to work with
- Portfolios (promotion and/or tenure) can be picked up in LRC-317
- Reminders
 - Administrators (exempt staff) can only teach 3-4 credits/semester
 - Outside Employment form must be submitted (all)
 - Staff outside business hours – see note on form
- Reviewed IA

Other /Announcements

- Next meeting on May 1, 2025, 9-11 am, STC-182
- Director Telemeco shared that MLT faculty member will be here next week
 - Let him know of any students that would like to act in a commercial
- Dean Beache reported that HCC is Number 1 in the state of MD for QM
- Director Grahl reported that advising is using A. Henson’s old office

Future Meetings

May 1, 2025
May 15, 2025

May 29, 2025
June 12, 2025

June 26, 2025
July 10, 2025

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