

ACADEMIC COUNCIL

May 1, 2025

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, V. Stein, J. Telemeco

Excused: K. Smith

Minutes taken by L. Bird

Reflection

“I expect to pass through this world but once. Any good things, therefore, that I can do, any kindness that I can show a fellow being, let me do it now. Let me not defer or neglect it, for I shall not pass this way again.”
~ Stephen Grellet

Approval of Minutes

- Not available

Dean of Academic Innovation and Instructional Technology Update

- MOL Seatbank
 - Deadline for updates on data sharing agreement and IT forms set for Friday, May 2nd
 - Course sharing through MOL may be unavailable for Summer '25
 - Sent out to schools and no responses
 - Need to get everyone on track (forms signed) for fall
- Faculty & VPAASS meeting 5/29/25
 - Timeline Handout distributed
 - Plans in place for collecting faculty feedback on internal IA processes via PIE survey responses due before faculty leave in June
 - Mandatory meeting for accessibility, starting at 2:30 pm
 - New federal requirement to be accessibility compliant by April 2027
 - Universal syllabus template updated version will be sent by next week
- D2L Update
 - Spring '25 courses will be made inactive on Friday, May 16th
 - Contact distlearn if any sections with incomplete grades need to remain open for student submissions
 - Remind faculty in division meetings and if special circumstances and email distlearn
- Teaching & Learning
 - Review draft of adjusted guideline for proctoring in WEB sections
 - Discussed at last AC meeting; reps sharing draft at division meetings

Dean of Instruction Update

- 2025-2026 Perkins Local Application in Post-Secondary Education
 - Finalizing document to be submitted by May 15th
 - Two areas we fell short: Post-secondary Retention and Placement at 57% and Non-Traditional Program Enrollment at 13%
 - Once submitted, State will review and provide feedback for revisions
- SLOA
 - This cycle is for ILOs 2 and 3
 - POG and COG templates emailed and also in the SLOA Cloud Site – make sure to download before entering any text as it changes the document

- Utilize Assessment plans on SLOA Cloud Site to identify program outcomes and course-level outcomes to be evaluated
- Faculty creating and saving – use proper naming convention on page 24 of SLOA manual
- Need to determine date at future Directors’ meeting to review the processes for providing feedback to faculty COGs and POGs
- A new initiative - HCC Assessment Academy to be offered; sessions on May 19, 20, 21, 22 to help faculty with completing COGs and POGs
- Director Arnone will share flowchart
- Ad Astra
 - Need to determine date for Directors
 - Guide for directors for what they need for training
 - Training will be in a computer lab
- Watermark
 - Watermark training tomorrow for early adopters – one in each division
 - Dr. Ranalli volunteered her student worker during the summer to enter COG/POG level learning outcomes for all programs/courses

Dean of Planning and Institutional Effectiveness Update

- Moving forward with ASA building
- Contractors collecting data thru forms and then coming to campus
- Faculty IA survey
- Plan to launch faculty / staff survey
- Faculty getting two surveys – similar to what was done in past

Faculty Assembly Chair Update

- Grades due May 8th
- Dance recital this week

Director of Early College Programs Update

- Not available

VPAASS Update

- ARPDPs Reminder
 - Glad to see communication in division minutes
- Upward Evaluations
 - Asking for all who report to VP Schoenenberger
 - Anonymous submissions carry minimal weight
 - Used as a tool for leadership and not punitive
- Annual Review of you and staff Reminder
 - If concerns, annual review should not first time hearing that
 - Personal goals – staff goals – try to limit to 3
 - Director Grahl and/or Director Arnone to send solution on how to enter goals in KRONOS
 - Goals to be discussed at one-on-one standing meeting
- Unit Planning Goals
 - Requested meeting with D. Reed first
 - Then meeting with directors to look at budget to make it a plan
 - Clean up memberships
 - FY26 goals should be also discussed
- Director’s Guidebook
 - Directors Telemeco and Montgomery volunteered to work on guidebook
 - For directors only

- Honors Convocation Certificate Distribution Volunteers
 - Dr. Hendrickson, Dr. Poole, Director Montgomery and Director Hammond
- Reminder about security training email from C. Stone
 - Opens today – for all employees (faculty and adjuncts – including WCPS dual enrollment adjuncts)
- Reminder - students repeating classes
 - Email request sent to VP Schoenenberger for her to approve/disapprove
- August 19 – WCPS
 - Need to know who to put in beginning and intermediate
 - Will WCPS be bringing laptops? VP Schoenenberger needs to know the plan
- Dr. Markoe will be providing a leadership workshop
 - 2-3 hours
 - Directors recommended weeks of July 7 and 14
 - VP Schoenenberger will discuss with Dr. Markoe

Other /Announcements

- Next meeting will be May 15, 2025, 9-11 am, STC-182
- Two candidates interviewed for PSY faculty position
- Math faculty position posted (P. Kessler’s retirement); sad to see her retire – such a strong, quiet leader and a good mentor
- Director Telemeco shared that one student signed up for MLT classes – seven interested
- Director Arnone is bracing for upcoming move; should start packing
- Director Hammond stated that all RN students passed; doing live review for NCLEX

Future Meetings

May 15, 2025
May 29, 2025

June 12, 2025
June 26, 2025

July 10, 2025
July 24, 2025

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