

ACADEMIC COUNCIL

May 7, 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

Minutes taken by L. Bird

Reflection

“You can’t help what you feel, but you can help how you behave.” ~ Margaret Atwood

Approval of Minutes

Director Karen Hammond motioned to approve the minutes of April 2, and Director Laurie Montgomery seconded the motion. The minutes were approved as written.

Dean of Academic Innovation and Instructional Technology Update

- Fall '26 Workshop Planning
 - Discussed the Faculty Dinner and returning the expectation for optional Division/Program Meetings
 - Dean Beache shared a draft schedule for the week with Faculty Dinner at an earlier timeslot, which would accommodate a cocktail reception format versus a full dinner
 - There were concerns about adjunct availability before 5 pm, and requests to leave things as-is
- Directors should encourage RSVPs for the upcoming June PD week (June 1-4)
 - VP Schoenenberger stated attendance is required for full-time faculty, with some pre-approved absences
 - Deadline for RSVP via the online form is Wednesday, May 20th
- Review of Syllabus Management Tool
 - Dean Beache confirmed we are moving forward with the Simple Syllabus management tool
 - Recorded demos of the tool are available in D2L
 - Faculty will not be expected to use this tool until FY '28
 - Directors will let Dean Beache know of any faculty who wish to participate in a pilot
 - Questions about the tool and future template should be directed to Dean Beache
- A reminder of new AI agents under the title “ASOE AI Assistance” in faculty resource spaces on D2L
 - “Alternative Text Generator” in Main Instructor Resources
 - “QM Outcomes Coach for Course Mapping” in Master Classrooms & Quality Matters Resources

Dean of Instruction Update

- Watermark Planning
 - Watermark training continues (group and individual training available)
 - Discovered that different naming conventions were used for multiple sections of the same course; important that assessment titles are consistent across all sections to effectively link with Watermark
 - Contact Dr. D'Ambrisi if you run into challenges
 - Division directors were asked to inform faculty that some items may be missing – will not know until they try to work through it
 - COG needed for each course in which course level outcomes are linked to either ILO #4 or ILO #6 only
 - A hold has been placed on division reports for now, and will review next steps in the near future
- MSDE – CTE Comprehensive Local Need Assessment & Local Perkins Application
 - Finalizing both documents, the CTE CLNA - 2-year plan identifies priorities and the Local Perkins identified SMARTIE goals linked to priorities
 - Will be submitted next week, application due May 15th

- Schedule Change
 - o Directors must request approval from Dr. D'Ambrisi for schedule changes after registration opens; must provide justification
- Academic Scheduling
 - o Currently reviewing and updating timeline
 - o Reviewing pathways for FY28
 - o Meeting scheduled 5/10 at 1:30 to review what went well, what did not go well, and how we can improve the annual scheduling process
- Faculty Observation Instructions Updated (see form)
 - o There should be a discussion with faculty being observed prior to observation occurring unless there are special circumstances – coordinate with faculty
 - o Sporadic problem with dual enrollment classes; inform but do not wait for response
- Updated Credit for Prior Learning Fee and Instructions
 - o \$75 fee for all except internal CPL – fee waived

Dean of Planning and Institutional Effectiveness Update

Nothing to report

Faculty Assembly Chair Update

Faculty are working on getting final grades entered

Director of Early College Programs Update

- ECDP Celebration on Monday evening at 5:30 pm; 59 students graduating as of today
- Degree numbers look good
- May have around 240; so many variables; enrollment up
- NACEP is ongoing; will make June 15 deadline

VPAASS Update

- VPAASS would like to visit FY27 division meetings
 - o Directors asked to let L. Bird know top three months for VPAASS to visit
 - o Purpose of visit is to observe and spend time with faculty, staff and directors
- Beginning FY27, WSCE reports to VPAASS
 - o New dean to participate in Academic Council
 - o Will look at integration
- UKG Overload and Credit Banking Form
 - o Faculty can fill out form even if not sure; do not redo if already done
 - o Over 15 credits must be approved by division director, over 21 credits must be approved by VPAASS – needed before overload class(es) assigned
- Directors were asked to add ARPDP & SLOA to division meeting info
- Dr. Poole was recognized for cross-listing with WSCE classes

Other /Announcements

- Next meeting will be June 4, 2026, from 9:00-11:00 am in STC-182

Future Meetings

June 4, 2026
July 2, 2026

August 6, 2026
September 3, 2026

October 1, 2026
November 5, 2026

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