ACADEMIC COUNCIL
May 2, 2024
Meeting Minutes

Attendees: N. Arnone, V. Beache, K. D'Ambrisi, M. Grahl, K. Hammond, M. Hendrickson, L. Montgomery, D. Poole, E. Schwartz, C. Ranalli, D. Schoenenberger

Excused: L. Bird

Guest: J. Childs

Minutes taken by D. Poole

Approval of Minutes

The April 18 minutes with a change.

Dean of Distance Learning Update

- Reminder that pre-registration is needed for the QM sessions during "Distance Learning Days"
    - events run from Tuesday, May 28 – Friday, May 31
    - visit Fletcher calendar or Main IR in D2L for more details
    - essential for QM so faculty should consider registering
- Spring '24 D2L sections will become inactive to students on Friday, May 17 – This applies to on campus only; WCPS is June 11th to align with their end dates
    - 90 days out of start of class D2L sites are up – this year tentatively on May 29th
    - contact Distlearn team if any section needs to remain open for incomplete work
    - announcement with additional details available now on D2L Main IR
    - Fall '24 D2L sections will be released 90 days ahead of the semester start date
- Discussion of incomplete policy/guidelines
    - D. Schoenenberger intends to submit a research request

Dean of Planning and Institutional Effectiveness Update

- Grad Survey – data presented in data walk at start of the semester
- Course Evals – these are open and being run until May 7th
    - WCPS dates are different
- Faculty/staff survey report – This is complete and reports have been sent to areas across campus
- Shared Governance Committees – guide is currently in revision
    - Committee members have been appointed
    - Discussion of Division Director shared governance committee membership
- Middle States update
    - November 21st visit is scheduled
    - Team will come March 23rd and depart March 26th
    - All should be available and present on these dates

Faculty Assembly Chair Update

- Faculty submitted formal signatures to union

Executive Director Jennifer Childs

- Changes to Division structures
- Division Directors role
  - No more than one class per semester being taught by a Division Director; only if needed
  - Question about number of credits to be taught – an additional credit is okay (i.e., Science and a lab)
  - Liaisons – This will be a position that includes teaching a class.
    1. Significant part of their role will be Liaison
    2. Question about fulltime faculty in this role – this is not set up as an alternative assignment at this point
  - Coordinator submit Alternative Assignment before depart AY 23-24
  - Trustee's requested a salary survey across campus
  - We are getting a training platform in Kronos call learning for trainings

Required Cyber Security Training

- If you do not complete the training by the due date your entire connection to HCC electronically will be cut off
  - Inform the faculty / adjuncts and all
  - May 26th is the due date
- If faculty have questions they should submit to C. Fentress
- This is a federal mandate
  - If a person does not do it within the 30 day time frame the Division Chair will need to call IT
  - IT will send a list to supervisors of who has not yet completed it prior to the due date

Course Caps

- Ad Astra has program pathways
- We are no longer doing overrides
- Discussion or Waitlists – At some point we will cut this off, but not at this time
- Request for a review of spaces on campus by divisions

Discussion on Policies

- Please use caution when referring to policies within a syllabus
- D. Schoenenberger shared examples that some syllabi state an AI policy, but it is not the current Board of Trustees approved policy – it is simply an individual instructor's rule about the use of AI in the classroom
- Ensure that Board of Trustees Policies used in syllabi are accurate; do not contradict a Board of Trustees approved policy
- When setting classroom expectations, consider using guidelines, rules, expectations, etc.

25/SP and 25/SU Deadline for Entering Classes

- Put in schedule; wait for Ad Astra

Ad Astra Update

- Ad Astra will give us suggested options of needs

Blueprint Update

- G. Willow made minor requests. All changes in Teams document
- There is a new state policy – K-12 systems will only be required to supply two courses per semester per students
- G. Willow intends to run same way as FY24 – Students will not be limited – contingent on WCPS board approval

- MOU includes language in the guidebook. The guidebook will need to be submitted to WCPS leadership ahead of dissemination – Completion anticipated before start of the semester
- Fall 24 should look similar to Fall 23
- We should receive courses in early June
- Dual Enrollment instructors cannot teach an overload
- Process for entering courses – IT will inform Division Directors of courses

Future Meetings

May 16, 2024	June 13, 2024	July 11, 2024
May 30, 2024	June 27, 2024	July 25, 2024

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