

ACADEMIC COUNCIL

May 30, 2024

Meeting Minutes

Attendees: V. Beache, L. Bird, K. D’Ambrisi, K. Hammond, M. Hendrickson, L. Montgomery, D. Poole, E. Schwartz, D. Schoenenberger

Excused: N. Arnone, M. Grahl, C. Ranalli

Minutes taken by L. Bird

Welcome to the Dean of Instruction

Dr. Kathleen D’Ambrisi will start her new role as the Dean of Instruction on Monday, June 3. A college-wide announcement will be emailed on Tuesday, June 4.

Reflection

“Life is short, take the trip, buy the shoes, eat the cake” ~ someone who knows how to enjoy life

Approval of Minutes

Director Montgomery motioned to approve the May 2 minutes. Dr. Schwartz seconded the motion. The minutes were approved as written.

Dean of Distance Learning Update

- Starting Fall '24, cross-listed sections will no longer be merged with other D2L course sections (e.g., multiple sections of ENG-101/101P taught by same instructor cannot be merged into one class in D2L)
 - Instructions for managing merged sections are shared with faculty in the Main Instructor Resources space
- Our D2L process review meeting was held last week on May 22nd with OAs and Directors
 - Discussed updates to role privileges at the division level
 - Shared updated instructions for administrative processes
 - Discussed new role allowing grade and course progress view without course editing
- Reminder to respond to N. Kennedy’s email asking for volunteers; directors requested a schedule of events
- Workshop week activities not set in stone – perhaps optional things can be on Friday
- Anyone can use universal syllabus template – not mandated with exception of Master Classroom and QM Review

Information from Dr. D’Ambrisi

- Has major task of submitting prison program request (certificates and AA) – similar to a new program submission
 - Now on step three – completing entire application (all details to conduct program)
 - Directors will be involved due to curriculum
- Questions regarding 2+2 submission process (not currently defined)
 - Dr. D’Ambrisi will refine the process; perhaps a flowchart of process
 - Changes need to also be made to website

Dean of Planning and Institutional Effectiveness Update

- Not available

Faculty Assembly Chair Update

- Dr. Schwartz shared that today was his last AC meeting and it was a pleasure serving on the Council; Dr. Stein will take his place when faculty return this fall
- Union officially submitted signatures
- It was felt that the all-day aspect of the recent QM training was a bit much

Program Reviews

- VP Schoenenberger has three reviews to complete
- Consolidating everyone's work into one report for the Board of Trustees meeting
- Dr. Ranalli will be representing VP Schoenenberger at the meeting; directors that submitted reports may want to consider attending the meeting; June 18 – usually around 1 pm; open session;

Course CAPS

- Reviewed at next one-on-one meeting
- Looking pretty good
- Questions will be discussed at one-on-one meeting
- Caps should be consistent in Ad Astra

Supervisory Meetings

- Will be held monthly beginning in July
- Additional meetings can be requested on an as needed basis

Mailing Lists

- Recipient lists of division meeting minutes is inconsistent
- Should division minutes be on academic affairs web page?
- Next time OAs meet, discuss similar schedule change notification list
- S. Elliott will email any schedule change notifications she makes

Ad Astra Update

- VP Schoenenberger is looking forward to Dr. D'Ambrisi taking over Ad Astra; J. Seiler continues to lead the initiatives, then Dr. D'Ambrisi will be the point person
- J. Seiler said focus groups have finished; mid-June meeting to discover what they found
- Ad Astra will not replace functionality of Datatel
- A list of how Ad Astra can assist us would be helpful

Blueprint Update

- MOU is still with Dr. Willow
- Wanted to take Guidebook out of MOU
- Meet in June about Guidebook – then will give Dr. Willow a draft copy
- Need to enforce NACEP drives this
- FYE course being developed over summer
- Communicate with coordinator to see how you want to provide feedback of student comments
- Communicate with C. Fentress about list of courses to be added for fall
- VP Schoenenberger to forward ECAP dates to everyone
- Pay date for 24/SP ECAP stipend is June 14

- New IA instructions coming to D2L for fall; T. Crockett is responsible for IA
- Textbook process not clear for WCPS/ECAP instructors; VP Schoenenberger will discuss with T. Crockett and Dr. Willow; should have a book for every student

Other /Announcements

- Next meeting will be June13, 2024, 9-11 am, STC-182
- A. Henson accepted faculty position in EM division; position in DV division will not be replaced
- Dr. Poole is involved in three searches and they are moving along
- Few candidates for psychology faculty position
- ENG-102 is very popular this fall due to ECAP students taking ENG-101 in the spring
- Faculty position changes made to BSSB, HU, and TCS divisions
- Consider adding Board approved AI policy on master template
- VP Schoenenberger and Dr. D’Ambrisi will be out the week of June 17
- Nursing faculty working on self-study
- Faith Cook accepted OA position for the Nursing division
- MLT faculty candidate has been interviewed and moved forward
- No applications for Sonography faculty position
- HS division director position open

Future Meetings

June 13, 2024
June 27, 2024

July 11, 2024
July 25, 2024

August 8, 2024
August 22, 2024