

# ACADEMIC COUNCIL

June 13, 2024

## 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

*Minutes taken by L. Bird*

### **Reflection – submitted by M. Grahl**

Peter Scazzero, author of *The Emotionally Healthy Leader*:

“I am often asked how to discern limits & priorities, how to balance one's being & doing. Here's a simple guide:

- What you do matters; who you are matters more.
- You cannot give what you do not possess.
- The state you are in is the state you give to others.”

### **Approval of Minutes**

Director Montgomery motioned to approve the May 30 minutes. Director Arnone seconded the motion. The minutes were approved with changes.

### **Dean of Distance Learning Update**

- Direct access to Office 365 mail and files is now available in D2L via the course homepage
- Starting June 24<sup>th</sup>, any D2L sections from Fall 2022 or before will be archived; please contact B. Huffman or Dean Beache if exceptions need to be made
- Faculty should reach out to the “Distlearn” support email if they using any new IA integrations (e.g. WileyPlus, Knewton Alta) for Inclusive Access and need assistance; contact L. Wood or B. Huffman for one-on-one support
- Dean Beache mentioned N. Kennedy’s recent email about the 24/FA new student orientation, which includes the requested agenda

### **Dean of Instruction Update**

- Prison Education Program Proposals
  - Work continues on the proposals
  - July 2023, it was determined that incarcerated individuals can get education with government funds
  - HCC programs offered: general studies, welding/fabrication, greenhouse management
- Perkins – Career and Technical Education Comprehensive Local Needs Assessment and Local Application
  - Busy with application
  - New process in 2018 with needs assessment and application
  - Last week completed assessment and application
  - Weakness found – students going into non-traditional courses/programs
  - Assessment – six components and five priorities, then pull specific priorities that need to be addressed; submitted and waiting for review and feedback
  - VP Schoenenberger explained that next year the grant will be a collaboration with directors and DOI leading it
    - Will be a process of who needs what – need minor review of programs to see where to put Perkins funding

- Process will change to be more inclusive
  - Assessment will be done every two years
  - Tie Unit Planning to Perkins
- 2+2 Agreements
  - Looking at where articulation agreements are located on web; not easily found; 35-50 agreements
  - Key individuals to identify process and move forward (include directors and key faculty)
  - Revise website so agreements can be more easily found
  - Tie to Catalog

### **Dean of Planning and Institutional Effectiveness Update**

- Course Evaluations
  - Spring evaluations released to instructors and dual enrolled faculty
  - Reach out to T. Rigsby if any missing
  - Summer evaluations begin next week
- Grad Survey Results
  - Wrapped up and going to ESSC
  - Over 200 surveys received
  - About 17% of students did not know what their program was even though they graduated
- Grade Distributions
  - Working on it; hopefully next week
  - I. Yates working on classes with no grades
- Middle States
  - K. Benchoff shared draft of self-study; early draft coming together – hopefully before faculty enter ‘off-contract’ period
- Policy Updates
  - Will be updates after next Board of Trustees meeting
- Assessment
  - Dr. D’Ambrisi and Dr. Ranalli are meeting to discuss assessment
  - In process of making it user friendly before talking to other groups

### **Administrative Processes and Requests**

- Reminders
  - Additional/Outside employment forms
    - Approvals may extend for a period not to exceed 12 months
    - Should be submitted every semester on one form
  - Interview Processes
    - Position requisitions comes to VP Schoenenberger, then HR, then posted
    - Results of interview
      - ✓ Send email to VP Schoenenberger regarding selected candidate
      - ✓ Only form that she needs is from lead person (not all forms)
      - ✓ Priority indicates that is who you want to be hired
      - ✓ Indicate preferred candidate to her; she refers to HR, not from division director
- FY25 standing meeting invitations will be emailed shortly

### **FY25 Program Reviews**

- Completed and submitted; will be a link to final report; thanks to Dr. Hendrickson for her assistance
- Will be a debrief meeting with applicable directors, A. Taylor, Dr. Ranalli, VP Schoenenberger, and Dr. D’Ambrisi
- Need to clean up naming conventions

**Annual Reviews – Faculty, Staff, and Personal**

- Reminder that faculty ARPDP forms (components between director and faculty) should be submitted by June 21
- Not sure if DOI is part of the process or not

**Program Coordinator Essential Duties List/Chart**

- Duties approved by Governance Council
- Created one customized list for each program coordinator; will send to faculty and copy director
- Any tasks not on list will not be acknowledged
- Directors received list of hours for FY25 alternative assignment
- VP Schoenenberger will notify (email) applicable faculty on Friday

**Student Services Restructure Chart**

- VP Schoenenberger reviewed Student Services restructure chart (who reports to Dr. Ohl-Gigliotti)
- Changes to occur July 1
- Retention specialist title changed to student support advisor
- Most changes were for A. Auldrige, J. Bachtell, and A. Sterner

**Fall Courses**

- Discussion about some classes filling up for fall
- Dr. Ranalli shared that enrollment/headcount were similar, but FTE is up
- Dr. Poole requested some analysis of what is happening with Early College classes; Dr. Ranalli to reach out to A. Taylor and K. Crawford
- Course caps discussions during standing meetings

**Blueprint Update**

- VP Schoenenberger reviewed spreadsheet of Early College classes (at high school) that was provided by C. Fentress
- File can be found in team site of dual enrollment classes
- She gave examples of what needed to be modified
- First two worksheets – strike thru classes we have agreed not to offer
- Classes can be entered in Datatel
- When determining ACA load, use student credits – not load value for high school classes
- Directors have to get guidelines for adjuncts done – no later than mid-July
- Final copy to Dr. Willow for mid-July
- Work collectively to create adjunct guidelines; once draft complete - meet

**Other /Announcements**

- Next meeting will be June 27, 2024, from 9-11 am in STC-182
- MLT faculty interview on June 25

**Future Meetings**

June 27, 2024	July 25, 2024	August 22, 2024
July 11, 2024	August 8, 2024	September 5, 2024