

ACADEMIC COUNCIL

July 11, 2024

Meeting Minutes

Attendees: N. Arnone, V. Beache, L. Bird, K. D’Ambrisi, M. Grahl, K. Hammond, M. Hendrickson, L. Montgomery, C. Ranalli, D. Schoenenberger

Excused: D. Poole

Minutes taken by L. Bird

Reflection

“Between stimulus and response there is a space. In that space is our power to choose our response. In our response lies our growth and our freedom.” ~ Viktor E. Frankl

Approval of Minutes

Director Montgomery motioned to approve the June 13 minutes. Interim Director Grahl seconded the motion. The minutes were approved as written.

Dean of Distance Learning Update

- Final request for feedback on Distance Learning faculty resources by Friday, July 19th
 - Share any feedback about training with Dean Beache
 - Working on course for students that will launch in the fall
- Fletcher Center staff will be hosting lunch with OAs, scheduled for Wednesday, July 31st
 - Review of orientation requirements for faculty
 - Overview of Fletcher Center services, processes, and reminders
- Dean Beache reviewed update on Master Classroom/QM Stats by Division – HU division leading
- HCC is second in the State compared to other community colleges for QM certification

Dean of Instruction Update

- Perkins Local Application was submitted, multiple revisions received, finally approved
 - Can spend money received to-date – order sooner rather than later
 - C. Brereton is organizing the budget
- Fall 2024 Final Exam Schedule – been developed; distributed shortly
- Monthly OA Meetings begin next Friday at 11
- Prison Education Program Applications
 - Concentrating on general studies, then others once finalized and approved; all applications coming along
 - More to come about financial component
 - HCC must provide computers and educational materials
- SLOA is on hold; meeting with Dr. Ranalli and talking processes; review of documents continues
- Email Group Listings
 - Reminder to remove individuals no longer at HCC
 - Will cover in OA meeting

Dean of Planning and Institutional Effectiveness Update

- Enrollment update coming soon
 - A. Preston has the credit enrollment finished

- J. Shank working on WSCE enrollment
- Blueprint causing concern with funding
- Policy Updates, Shared Governance Annual Report
 - Waiting for manual
 - Shared Governance Annual Report has been posted
- Facilities Master Plan
 - Working on it in 6 months
 - Will need to bid it out – very expensive
- Assessment
 - Dean D’Ambrisi and Dean Ranalli will eventually work with division directors
- T. Rigsby has put in two week notice
- 2024-25 Surveys
 - Would like to have a faculty/staff survey – maybe fall
 - Basic needs survey for students
- Dean Ranalli has been working on Middle States draft with K. Benchhoff

FY25 Requests

- Fall 2024 Faculty Dinner and Recognition
- Reminder of course ratios between lecture and web (60/40)
 - Cognizant by course – not all in one modality
 - Eventually Ad Astra will be recommending modality
 - Hybrids count toward the lecture count
 - When more sections offered – consider modality of offering options
- Academic Division Moves – Program/Course Review using DER
 - Directors to be reviewing DER for accuracy within division
 - Ensure programs are appropriately moved
 - Changing names of divisions
 - Ensure workflow/approval process is correct in Passport
- Developing a process for “Repeating a Course” Policy No. 4013
 - Reviewed change in process
 - Students will be referred to division directors to discuss class retake
 - Directors provide recommendation (or if opposed) to VP Schoenenberger; copying student and L. Bird
 - VP Schoenenberger makes a determination and approves
 - L. Bird sends approval email to ‘Register’
- Title III Update
 - One goal is to retain students – originally designed using ConexED
 - Not doing this currently, but still have to meet goal
 - Will look at this at next ESSC meeting at the end and look at other ways of identifying at risk students – maybe look at demographics
 - VP Schoenenberger leading this in the ESSC meeting, setting criteria, then ESSC committee will determine what to do
 - Directors to look at how SDV class fits into programs (discoverable course in D2L)
 - Curriculum changes are needed before April
- Syllabus Update on “Policy”
 - VP Schoenenberger met with Dr. Poole and her faculty to discuss AI blurbs on syllabus
 - VP Schoenenberger will discuss questions with J. Cannon
 - Can use actual Board approved policy, refer to policy number, or use a link
 - Ensure syllabi wording is correct by spring 2025
 - Discussion about student lab safety contracts
- Program Coordinator Alternative Assignment Submission Reminder
 - Suggestion to combine boxes 3 and 5 on Passport form - streamline so less to complete
- C. Brereton sent out FY25 Revised Credit Schedule Timeline

Program Reviews

- Good reflection meeting and came up with some changes to the process
- A. Taylor to develop suggested timeline
- Dr. Ranalli working on finalized form that will be distributed – minor updates
- External evaluators are good to have – need to have end date for finding external reviewer

Recent Policy Approvals

- Multiple policy approvals sent with Academic Council agenda
- Questions for IT from faculty have been sent to C. Fentress

Faculty ARPDs Check-in

- All have been submitted
- Going well, but some are sparse, majority really good

Staff Annual Review – Setting Goals Process

- Has been a learning experience (tabled until the August 22 meeting)
- Everyone should be setting goals the same way

Faculty Calendar

VP Schoenenberger determined that the Faculty Calendar will be distributed again

Blueprint

- Course Scheduling Process
 - Have not had time to create process
 - Textbooks and IA should be on forms
- MOU information and WCPS Teacher Guidebook Update
 - In draft form – will tweak and send
- Dual Enrollment Liaison is at a standstill; VP Schoenenberger will discuss with Dr. Klauber

Other /Announcements

- Next Meeting: August 22, 2024, 9-11 am in STC-182
- Interviewing for PSY faculty position
- VP Schoenenberger will discuss positions and what has been approved for FY25 with Dr. Klauber
- STEAM Fest may be moved to November – Foundation contributing funds
- Many applicants for PALS OA position
- Waitlists for ELE classes
- Hiring an LT technician
- Discussion about LSC network issues; recommendation to send text to C. Fentress

Future Meetings

July 25, 2024 (cancelled)	August 22, 2024	September 19, 2024
August 8, 2024 (cancelled)	September 5, 2024	October 3, 2024