

# ACADEMIC COUNCIL

September 5, 2024

## Meeting Minutes

**Attendees:** N. Arnone, L. Bird, M. Grahl, K. Hammond, M. Hendrickson, L. Montgomery, D. Poole, C. Ranalli, D. Schoenenberger, K. Smith, V. Stein

**Excused:** V. Beache, K. D'Ambrisi

*Minutes taken by L. Bird*

### Welcome

VP Schoenenberger welcomed a new member to Academic Council – Kaprece Smith, Early College Program Director

### Reflection

“Everyone can rise above their circumstances and achieve success if they are dedicated to and passionate about what they do.” ~ Mother Teresa

### Approval of Minutes

Director Montgomery motioned to approve the August 22<sup>nd</sup> minutes. Director Hammond seconded the motion. The minutes were approved as written.

### Dean of Distance Learning Update

Not available

### Dean of Instruction Update

Not available

### Dean of Planning and Institutional Effectiveness Update

- Planning - Unit Planning, Facilities Master Plan
  - Dr. Ranalli is taking the lead on Facilities Master Plan
    - Created every 10 years
    - If not in the plan, then it will not happen
    - Needs feedback from academic side regarding their needs (vision for future – space needs, etc.)
    - Due in February – wrap up in November
  - Unit Planning
    - Calendar invitations will be emailed this week
    - Flexibility in how groups meet – starts with cost centers
    - Forms in Qualtrics – perhaps consider adding if program is Perkins Grant applicable
    - VP Schoenenberger requested Directors share with her their goals and budget requests ahead of time – tie everything to the commitments in the Strategic Plan
    - Meetings start end of September
- Surveys - Workshop Week Survey, Student Diversity Survey
  - Workshop week survey open until tomorrow – helpful for planning purposes
  - Directors to add to division meeting agenda
  - Diversity survey for students upcoming; student worker assisting – helpful for middle states – hopefully October

- Course Evals – Summer
  - A. Preston wrapped up and distribution began yesterday
- MSCHE - Scheduling an Open Forum in October
  - Dean Ranalli will meet with K. Benchoff tomorrow regarding chapters
  - Open forum in October – students to be involved
- Faculty Courses
  - Dean Ranalli reviewed faculty course assignments (22/FA to 24/SP) found in Ellucian
  - Will email information to directors after today's meeting

### **Adjunct New Hire Documentation and Datatel**

- L. Bird reviewed Ellucian's FCTY screen with division directors

### **AC Unit Planning Information**

Addressed earlier

### **Faculty Guidebook 2024-2025**

- VP Schoenenberger reviewed tenure information in current Guidebook
- Faculty can be in last year and apply for upcoming year
- VP Schoenenberger to follow-up with confirmation of meaning of current wording
- Faculty will need to have met and completed all requirements

### **Board of Trustee Agenda Items**

- Department reports are provided at each Board of Trustees meeting
- VP Schoenenberger requested highlights (6 per year) from each division
- Highlights (brief summary) needed by second Monday of each month

### **Shared Governance Confirmations for Administration**

- One administrator is on each committee
- VP Schoenenberger confirmed with each Division Director
- Attendance is required and to contribute regularly

### **Director Responsibilities to Assess AA, PD Requests, etc.**

- VP Schoenenberger explained that division directors are the first reviewer of requests – should be correct so she does not have to question a lot
- Professional development request forms
  - All costs on submission must have appropriate backup documentation
  - Per diem cannot be claimed if conference provides meals
  - Example comparable to D. Reed's was requested for faculty – VP Schoenenberger to request copy from D. Reed
  - Preference is to use HCC vehicle
  - Ask D. Reed and B. Brereton to provide workshop session for completing form and any applicable additional forms (mileage reimbursement, etc.)
- Tasks approved by the Faculty Affairs Committee should only be on program coordinator alternative assignment submissions
  - Report should be submitted at end of year to explain what was accomplished, but has not been done and not been enforced – may modify

### **SP Schedule**

- Divisions to work toward completing 25/SP schedule – veteran's registration begins 10/2/24
- Ad Astra comparison to be run (HCC input vs. Ad Astra suggestions) – date for comparison run unknown

- Goal is to run room optimizer and info given to the OAs the week of September 16
- Discussion regarding inclusive access and textbook orders tabled

**Faculty Load**

- Any full-time faculty teaching more than 21 credits are required to secure approval from VPAASS
- Review of 24/FA faculty load is in process
- Updating classes in timely manner is expected to assist with payroll

**Other /Announcements**

- Next meeting will be September 19, 2024 from 9-11 am in STC-182
- Upcoming Theater Productions
  - Fall – “She Kills Monsters”
  - Spring – “Anything Goes”
- 157 full-time Early College students on campus this fall (in a degree program and have 3.0 GPA)
- Waitlists for many BT division classes this fall
- All WCPS dual enrollments are in – some errors discovered
- 370 WCPS students have not completed their HCC application
- Dean Ranalli will be teaching for the BSS division 25/SP
- Still interviewing for Data and Assessment Specialist position
- Nursing division faculty are working on ACEN self-study
- WCPS and PALS will be offering ESL classes for parents of ESL students
- Starting over with Health Science Division Director candidates
- Nothing new for Sonography full-time faculty position

**Future Meetings**

September 19, 2024	October 17, 2024	November 14, 2024
October 3, 2024	October 31, 2024	December 12, 2024

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