

ACADEMIC COUNCIL

September 19, 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, K. Smith, V. Stein

Guest: A. Preston

Minutes taken by L. Bird

Reflection

“There is always light. If only we’re brave enough to see it. If only we’re brave enough to be it.” ~ Amanda Gorman

Approval of Minutes

K. Smith motioned to approve the September 9th minutes and Director Grahl seconded the motion. The minutes were approved as written.

Dean of Distance Learning Update

- Request for Topics from Teaching and Learning Committee
 - First meeting next week – send to topics to Dean Beache
- MOL Seatbank Requests
 - Two weeks notification required prior to course start date when requesting an external course
 - If directors have seats they want to share, Dean Beache’s team can advertise it
 - Master course must be built
 - Reach out to B. Huffman with questions
- Reminders for Inclusive Access
 - Remind faculty to review setup instructions for inclusive access before course starts
 - VP Schoenenberger mentioned there are issues with faculty being contacted directly about inclusive access instead of the division director and/or office associate
 - Dr. Poole gave a ‘shout out’ to the DL staff (B. Huffman and L. Woods) for helping to get through issues; Dr. Hendrickson seconded that sentiment
- Updates on Accessibility
 - Goal is to obtain an accessibility score above 85% to 90% institutionally; individual course expectation is 85%
 - DL team will share a report with Directors for anyone under accessibility requirement
- Staff Updates
 - B. Huffman’s new title is Instructional Technology Manager
 - Conor Van Slyke is the LT Technician
 - C. Wolfe has relocated to the first floor of the LRC

Dean of Instruction Update

- Program Review Template
 - Sent to directors – comments should be sent to Dr. D’Ambrisi
 - Next stage will be looking for external reviewers
- BOT SLOA Annual Report
 - Currently working on that report
 - Pulling info from available resources
 - Office associates are to put files in the SLOA cloud to see if anything can help
 - On Lib guide – general outcomes can be found at the bottom

- Prison Education Programs Applications
 - Final draft version of general studies AA degree
 - Others are closer: welding/fabrication, greenhouse management
 - Waiting to hear back from MHEC
 - Attending Middle States webinar in October – topic is prison programs
 - Middle States has approved one location – two more needed
 - Curriculum needs to be approved
- Promotion and Tenure
 - 11 faculty seeking promotion, 1 for promotion and tenure and 1 for tenure
 - 12 need to be observed
 - Identifying peer reviewers - will need to be lenient / flexible
 - Dr. Stein shared they are meeting today
 - Training will occur next month
- MSDE Comprehensive Methods of Administration Review and Site Visit
 - Upcoming site visit – Director Schulman is aware of issues
 - Two kickoff sessions one on 11th and another on 12th of September
 - Will be talking to everyone either January or February
 - Accessibility, quality, and quantity are important
 - Directors should be doing room checks
 - Open up electronic file to put evidence in
 - If we get dinged – there will be time period to correct it
- Ad Astra
 - Training sessions have begun – held on Tuesday afternoons
 - VP Schoenberger is going to review comparison between Ad Astra projections vs. HCC
 - Assessment needs to be done
 - Office associates will help S. Elliott with their buildings

Dean of Planning and Institutional Effectiveness Update

- Review of FY24 Enrollment Report document
 - Pretty self-explanatory
 - Enrollment growth – credit and non-credit
 - Over 13,000 students – highest since FY15
 - Dual credit enrollment up by 217%
 - Undergraduate enrollment up 2%
- Assessment Update
 - Continuing to work with Dr. D’Ambrisi
- New Fact Book (2023-2024)
 - Let Dr. Ranalli know if you need a printed copy
 - Online document is accessibility compliant
- Facilities Master Plan – Academic Planning
 - Quick timeline
 - Think future wise (10 year plan)
 - Any space needed for programs
 - Think about medical school – will have students next fall; things in community
 - Architect hopes to pull things together in November
- A. Preston Presentation: Informer Reports for Enrollment
 - Reports for supporting requests thru Unit Planning – instructions will be provided
 - Reviewed Informer reports for enrollment – exception is DV division as they have no programs
 - Data updates weekday mornings
 - Tailored for each division and/or program
 - Program enrollments – can have student in multiple programs
 - Caution regarding data privacy issues – student data is not to be sent out
 - New positions – build narrative based on data – better than last year and can tweak for next year

Faculty Assembly Chair Update

- Faculty Assembly meeting today
- Shared Governance committee member vote
- Emeritus faculty scholarship discussion
- J. Bachtell coming to share DSS info (will come twice)
- President Klauber will discuss Cade funding

Unit Planning Reminder

- Dr. Ranalli sent out draft to directors
- Send to VP Schoenenberger before you submit, please – she just wants to see
- Form must be completed in one sitting - cannot leave and come back; times out; recommended to do on paper copy first
- Dr. Poole will send the Outside Vendor process to Academic Council

Due Dates ... Making Changes

- Faculty office hours should not change after submission due date (Friday of first week of classes)
- A request to VPAASS must be submitted if there is a need to change office hours

PD Requests ... Costs

- Justification must be provided
- If approved – only what was approved is reimbursed
- Recognize parking – provide justification before securing reimbursement
- Minor things are understandable
- Meals – no per diem if meals are provided
- Mileage – base miles to be deducted
- Directors were asked to relay information at division meetings and Dr. Stein at Faculty Assembly

Repeat Policy Updates

- Went through Shared Governance and approved by Board of Trustees
- Repeated courses now count “W” grade
- Became active in May (went into effect) – prior do not count
- Dr. Poole explained students that she granted permission to retake a class are following up with her

“Curriculog” = ‘Curriculum’ and “Acalog” = ‘Catalog’

- Everything will be digitized
- Similar to Passport process
- Making sure forms are correct – should help to eliminate step where things were not done correctly
- Will have a collection bank that everyone has access to – just need to create an account
- C. Brereton is working on user’s manual
- Piloted by HS, NUR, DV, and BT divisions
- Could change how Curriculum Committee works

Course Caps – Ad Astra

- Course caps are needed – not based on room capacity – no ranges
- C. Brereton emailed information to divisions to review and return
- Based on what we have available
- Labs are different in size – room for exceptions
- Have to see if web sections can have bigger caps – will consult with C. Brereton
- Offsite dual enrollment class caps not in system

Policy Approvals

- Policies that went to Board Trustees in June and were approved at this week's meeting
 - #7050: Library Use by Non-HCC Users
 - #8076: Library Development Policy

Wrap up Academic Council Values Exercise

- VP Schoenenberger shared card from 2007
- Everyone should feel part of group

Other /Announcements

- Next meeting will be October 3, 2024 from 9-11 am in STC-182
- M. Grahl is now the DV division director (no longer interim); one position open in PALS
- Restarting search for English position
- Nursing having open job fair – September 26th in CPB-211/213

Future Meetings

October 3, 2024
October 17, 2024

October 31, 2024
November 14, 2024

December 12, 2024
January 9, 2025