HAGERSTOWN COMMUNITY COLLEGE

2014 – 2015
ANNUAL GOVERNANCE REPORT

December 2015

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INTRODUCTION

The College has a shared governance model that promotes a participatory and collaborative culture where employees are well informed and involved in policy development that match their areas of expertise. HCC's shared governance model consists of cross-constituent groups. Governance groups that deal primarily with faculty issues have a majority of faculty members with representation by administration and staff. Administration and staff committees are comprised primarily of administrators and staff, with faculty representation.

GOVERNANCE COUNCIL

The Governance Council (GC), chaired by the President, is the clearinghouse for shared governance concerns and issues on campus. The Council, which consists of representatives from all constituent groups, acts as a "ways and means committee" to monitor the health of the governance system (See Appendix A for current membership). It helps ensure that concerns are addressed while making sure that committees are adequately staffed to study issues and make recommendations. With its focus on process, the GC assigns issues to the appropriate governance body or administrative unit if an issue is operational, as well as approves changes to the governance structure.

GOVERNANCE COMMITTEES

Standing Committees

Standing committees provide a forum for the development of broad consensus and recommendations on college-wide matters. Standing committees are co-chaired by an administrator and a faculty member, and include representatives of all areas of the College. Faculty members on committees are appointed by the Faculty Assembly and non-faculty are appointed by the President.

Academic Standards, Assessment and Faculty Affairs Committee

The Academic Standards, Assessment and Faculty Affairs Committee (ASOAFA) considers and makes recommendations on policies that support and maintain high academic standards, assessment methodologies and systems with emphasis on student learning outcomes, and faculty affairs, though it does not address faculty personnel decisions. Previously co-chaired by the Vice President of Academic Affairs and a faculty member, administrative leadership transitioned to the Director of Instructional Support Services in FY16. The director had previously chaired the Teaching and Learning Committee.

Curriculum Development and Review Committee

The primary task of the Curriculum Development and Review Committee (CDRC) is to review and recommend approval of new courses and programs of study at the College. It does not oversee matters relating to the rigor of courses or programs, which is the responsibility of appropriate faculty and academic officers. The CDRC is co-chaired by the Vice President of Academic Affairs and a faculty member.

Curriculum review assures that new programs and courses meet and incorporate college and state standards, such as general education requirements, student learning outcomes assessment and compliance with the official course syllabi format. This task is very time-consuming and requires most of the meeting time.

Teaching and Learning Committee

The Teaching and Learning Committee considers and makes policy recommendations regarding the College's environment in support of excellence in teaching and learning, particularly in academic support services such as learning technologies, distance learning, tutoring services, workplace learning, and career development services. The Teaching and Learning Committee is currently co-chaired by the Dean, Academic Services and Online Education and a faculty member. In FY15, the Director of Instruction served as administrative co-chair.

Administrative and Information Technology Services Committee

The Administrative and Information Technology Services Committee considers and makes recommendations on policies regarding services and activities that support, enhance and maintain the quality of services and facilities for students and staff. It facilitates coordination of activities related to health and safety issues, facilities, and auxiliary services, as well as institutional issues related to IT applications, computer networks and telecommunications. The committee, co-chaired by the Vice President of Administration and Finance and a faculty member, reports to and makes recommendations to the President.

Human Resources Committee

The Human Resources Committee (HRC) considers and makes recommendations on personnel policies, including conditions of employment, staff and faculty diversity, human resources procedures, and professional development. The committee does not address matters of employee evaluation, tenure, promotion, dismissal, or salary and benefits administration. The HRC, which is co-chaired by the Director of Human Resources and a faculty member, reports to and makes recommendations to the President.

Student Affairs Committee

The Student Affairs Committee (SAC) considers and makes recommendations on policies regarding services and activities that support, enhance and maintain the learning process and

student achievement. The SAC is co-chaired by the Dean of Student Affairs and a faculty member, and makes recommendations to the President.

During 2014, the group worked on revisions to the College's Sexual Assault Policy (Policy 8071) to better align with Title IX. The Board approved committee recommendations to amend the policy at its October 2014 meeting.

HCC GOVERNANCE SYSTEM IN FY 15

Memberships
A term of service on a standing governance committee is typically two years. Participation of new members is encouraged to broaden overall involvement in the shared governance process. Of 64 committee participants in FY 15, 23 (ten faculty and 13 non-faculty positions) two-year terms ended in June 2014, along with the one-year term of the two SGA representatives. The two student members are appointed annually as determined by the annual SGA election.

Communication
The College community receives feedback regarding the status of recommended policies via e-mail by the administrative co-chair. In addition to the e-mail notification, an approved policy is posted on the shared governance website, along with committee minutes. The annual meeting between the Governance Council and co-chairs also helps facilitate communication and clarifies assignments.

The Council provided training for the shared governance process during the workshop week in August 2014. The session began with a review of the College's decision-making chart and concluded with an informal question and answer period.

SUMMARY OF POLICY WORK IN FY15

As the College readied itself for reaccreditation through the process of self-study, much policy work occurred that was administrative in nature, with the exception of the aforementioned Sexual Assault Policy. Other policies approved by the Board in 2014 – 2015 include:
- Information Technology (IT) Security Policy
- Copyright Infringement Policy
- Alternative Methods for Earning College Credit Policy
- Use of Smart Devices in Instructional Spaces Policy
- Academic Program Review Policy
- Revisions:
  - Sabbatical Leave Policy
  - Social Media Policy
  - Full-time Faculty Load, Promotion and Tenure Policy

- Award of Emeritus Policy
- Credit for Life Experience Policy

A summary, by committee, of policies reviewed and/or updated through the shared governance model and approved by the Board of Trustees from July 1, 2004 – June 30, 2015 is found as Appendix B.

AD HOC COMMITTEE WORK IN FY15

Ad Hoc Faculty Load, Promotion, and Tenure (FLPTC) Review Committee: The study group was named to review the original FLPTC document that was written in 2003-2004. Areas of focus included faculty responsibilities and duties, work load and the criteria pertinent to retention, promotion, and tenure decisions. The committee made its recommendations, which were adopted by the Board and Policy 5050 (Full-time Faculty Load, Promotion and Tenure) was revised in March 2015.

Ad Hoc Athletic Operational Guidelines, Procedures, and Policy Study Group: This study group is charged with reviewing and proposing written athletic operational guidelines and procedures to address the administrative functions that guide activities associated with athletic teams, coaches, and scholar athletes. Specifically, a policy statement for athletic travel and expenditures is one expected outcome. The group convened in spring 2015 and recommendations are expected in spring 2016.

Multicultural Committee: This committee is charged with creating a learning environment that is respectful of multicultural values and that promotes an understanding and appreciation for multiculturalism, including differences and similarities. A primary committee activity is planning and providing leadership for the annual Martin Luther King/Diversity Celebration, which was held on January 19, 2015.

Pride and Recognition (PAR) Committee: The PAR Committee convened in 2004 to initiate social events to facilitate collaborative and collegial relations between all employee groups. Some activities in 2014 – 2015 included a welcome back luncheon for employees in August, a Thanksgiving potluck luncheon in November 2014.

LOOKING AHEAD

A summary of committee assignments for 2015 – 2016 follows.

Academic Standards, Assessment and Faculty Affairs Committee
- Review official college grading system for credit courses
- Review and update, as appropriate, HCC transfer policies to align high standards while lowering possible barriers for students

Curriculum Development and Review Committee
- Continue to review all College credit curricula

Teaching and Learning Committee
- Develop a policy and procedures for online student orientation.
- Update Workplace Learning Policy 4016

Human Resources Committee
- Review and make policy recommendation for HCC fitness/exercise/wellness guidelines
- Develop a policy, consistent with IRS codes and other laws, for pay types (wages, stipend, honorarium, etc.), as well as employee and contractor determinations

Student Affairs Committee
- Develop a policy for the academic eligibility for student leadership positions

Administrative and IT Services Committee

- Develop a policy and guidelines for fund raising by campus groups, including fund raising off-campus when an activity is not deemed appropriate as an on-campus event (e.g. student clubs holding events in which alcohol is served, yard sales, etc.)
- Develop a policy for college-related travel
- Develop a policy for budget revisions
- Develop a policy for accepting physical donations of items such as vehicles, etc.
- Develop a policy related to electronic devices that will be supported by the College.

APPENDICES

APPENDIX A
GOVERNANCE COMMITTEE MEMBERSHIP ROSTERS

Terms of office run July 1, 2014 - June 30, 2016 (FY 16) or July 1, 2015 - June 30, 2017 (FY 17). Term expiration date is found in parentheses after each committee member's name.

*** Denotes co-chair*

GOVERNANCE COUNCIL

1. Guy Altieri, President **
2. Jane Duff, Administrative Office Associate II, Athletics and ARCC (FY17)
3. Joe Heavner, SGA President (FY16)
4. Julie Horton, Dean, Academic Services and Online Education
5. David Karn, Assistant Professor, Accounting (FY16)
6. Christina Kilduff, Vice-President, Administration & Finance
7. Christopher Lewis, Associate Professor, Mathematics (FY17)
8. Alyssa Little, Instructor, Dance (FY 17)
9. Barbara Macht, Dean, Planning & Institutional Effectiveness
10. Daniel J. Madron, Faculty Assembly Chair; Assistant Professor, Sociology (FY16)
11. Michael Martin, Interim Dean, Student Affairs
12. Bernard Murphy, Associate Professor, Biology and Chemistry (FY17)
13. Jim Pierne, Instructor, Business Management (FY16)
14. Dawn Reed, Research Associate (FY17)
15. Carol Rothstein, Director of Instructional Support Services
16. Daniel Ryan, Assistant Professor, Sociology (FY17)
17. Theresa Shank, Dean, Continuing Education and Business Services
18. C. David Warner, Vice-President, Academic Affairs
19. Daniel Webber, Assistant Professor, Art, Music and Humanities (FY17)
20. Patricia Williams, Assistant Professor, Practical Nursing (FY17)

ACADEMIC STANDARDS, OUTCOMES ASSESSMENT
AND FACULTY AFFAIRS

1. Vicki Bullett, Instructor, Physical Education (FY17)
2. Robin Becker-Cornblatt, Director of ARR (FY16)
3. Thomas Crawford, Associate Professor, Mathematics and Business (FY16)
4. Alicia Drumgoole, Instructor, English Composition (FY17)
5. Rebecca Kendrick, Instructor, Developmental Mathematics (FY17)
6. Sonja Kirchner, Assistant Professor, Nursing (FY17)
7. Sean Maher, Instructor, Web Design and Multimedia Technology (FY17)
8. Michelle McDaniel, Instructor/Coordinator, Medical Imaging (FY16)
9. Carol Rothstein, Director of Instructional Support Services**
10. Daniel Ryan, Assistant Professor, Sociology (FY17)**
11. Ashley Whaley, Lead Advisor, JTSR (FY16)
12. Dawn Schoenenberger, Director, DEALS (FY17)

CURRICULUM DEVELOPMENT AND REVIEW COMMITTEE

1. Rebecca Beecroft, Instructor of Life Science/Biotechnology [spring/summer semester 2016] (FY 16)
2. Adam Bridendolph, Instructor, Mechanical Engineering (FY16)
3. Thomas Burge, Instructor, Physical Education and Fitness Center Coordinator (FY16)
4. Donna Carroll, Assistant Professor, Medical Imaging Programs (FY17)
5. Linda Cornwell, Coordinator, Fletcher Faculty Professional Development Center (FY17)
6. Vennece Fowlkes [for Rebecca Beecroft in fall semester 2015] (FY16)
7. Mary Hendrickson, Director, BSSB (FY16)
8. Beth Lopez, Coordinator, Curriculum and Academic Systems (FY16)
9. Lori Manilla, Assistant Professor, Nursing (FY17)
10. Jim Niessner, Assistant Professor, Developmental Composition (FY16)
11. Eric Schwartz, Instructor, Political Science and International Relations (FY16)
12. Dan Vogel, Director, TCS Division (FY17)
13. C. David Warner, Vice-President, Academic Affairs **
14. Daniel Webber, Assistant Professor, Art, Music and Humanities (FY17)**
15. Chris Baer, Interim Academic Advising Director (FY16)

TEACHING AND LEARNING COMMITTEE

1. Sonjurae Cross, Assistant Professor, Developmental English (FY17)
2. Jack Drooger, Program Manager, Information Technology Training (FY17)
3. Mary Hendrickson, Director, BSS/B Division (FY17)
4. Julie Horton, Dean, Academic Services and Online Education **
5. Melinda Kowalsky, Instructor, Psychology (FY17)
6. Kristen Lennon, Instructor, Biology (FY17)
7. Christopher Lewis, Associate Professor, Mathematics (FY17)**
8. Nancy Thorpe, Associate Professor, Chemistry (FY17)
9. Gina Yurek, Instructor, Nursing (FY17)

ADMINISTRATIVE AND IT SERVICES COMMITTEE

1. Craig Fentress, Director, Information Technology (FY17)
2. Brenda Huffman, Coordinator, Distance Education Services (FY 16)
3. Christina Kilduff, Vice-President, Administration and Finance **
4. Alyssa Little, Instructor, Dance (FY 17)**
5. Stacey Lowman, Executive Director, College Advancement (FY 16)
6. Jackie Taylor, Administrative Office Associate, BSSB (FY16)
7. Ed Sigler, Instructor, Engineering (FY 17)

HUMAN RESOURCES COMMITTEE

1. Michele Blash, Assistant Professor, Nursing (FY17)
2. Shannon Cameron, Instructor, Physical Education and Athletic Trainer (FY17)
3. Linda Cornwell, Coordinator, Fletcher Faculty Professional Development Center (FY16)
4. Cindy Eyler, Administrative Office Associate, College Advancement (FY16)
5. David Karn, Assistant Professor, Accounting (FY16)**
6. Jennifer Knight, Director, Human Resources **
7. Gerard Rath, Assistant Director, Facilities Management and Construction Manager (FY17)
8. Meredith Sumner, Executive Assistant (FY17)

STUDENT AFFAIRS COMMITTEE

1. Jaime Bachtell, Coordinator, Disability Support Services (FY17)
2. Robin Hollin, Program Manager, Allied Health (FY17)
3. Tim Jenness, Instructor, U.S. and World History (FY16)
4. Michael Martin, Interim Dean, Student Affairs**
5. Sandra Moorman, Instructor, Nursing (FY16)
6. Amanda McPherson, SGA Secretary (FY16)
7. Deedra Thomas, Office Associate I, Police Academy (FY17)
8. Patricia Williams, Assistant Professor, Practical Nursing (FY17)**

APPENDIX B
SUMMARY OF POLICIES DEVELOPED THROUGH
STANDING GOVERNANCE COMMITTEES
FROM FY 2004 – FY 15

(Note: "BOT" refers to Board of Trustees)

COMMITTEE	POLICY	ACTION
Academic Standards, Outcomes Assessment & Faculty Affairs	Academic Integrity	Approved by BOT, 11/19/13
	Revision to Credit for Life Experiences Policy	Approved by BOT, 02/21/12 (Original policy approved in 2008)
	Minimum Number of Credits Required for Degree Completion	Approved by BOT, 04/17/12
	Acceptance of International Baccalaureate (IB) Degree Policy	Approved by BOT, 03/15/11
	Course Entry Assessment and Course Placement Policy	Approved by BOT, 02/16/10
	Independent Study Policy	Approved by BOT, 05/26/09
	Discontinued Programs Policy	Approved by BOT, 02/17/09
	Course Repeats Policy	Approved by BOT, 06/19/07
	Incomplete Grade and Dean's List Eligibility Policy	Approved by BOT, 02/20/07
	Transfer of P/S Grades as Transfer Credits From Other Institutions Policy	Approved by BOT, 05/30/06
	Make-up Exam Fees Policy	Approved by BOT, 05/30/06
	Awarding multiple HCC credentials Policy	Approved by BOT, 05/05
	Eligibility requirements for internships Policy	Approved by BOT, 05/05
	Developmental GPA Policy	Approved by BOT, 05/04
Curriculum Development and Review Committee	Credit-to-contact Hour Standards for Internships Policy	Approved by BOT, 05/05
	Workplace Learning Policy	Approved by BOT, 05/05

COMMITTEE	POLICY	ACTION
Teaching and Learning Committee	Addendum to Workplace Learning Policy	Approved by BOT, 10/16/2012
	Team Teaching Contact Hours	Approved by BOT, 9/18/2012
	Student Success and Integrity of Web-based Courses and Programs	Approved by BOT, 9/18/2012
	Contact Hours and Academic Credit Policy	Approved by BOT, 11/12/10
	Library Development Policy	Approved by BOT, 04/14/09
	Credit for Life Experience Policy	Approved by BOT, 06/17/08
	Flexible Scheduling for Full-time Faculty Policy	Approved by BOT, 06/19/07
	Library Use for Non-HCC Users	Approved by BOT, 06/20/06
	Academic Integrity Policies	Approved by BOT, 10/05
Human Resources Committee	Vacation Carry-over	Approved by BOT, 02/17/09
	Employee and Retiree Tuition Waiver Policy	Approved by BOT, 09/26/07
	Employee Conflict of Interest	Approved by BOT, 04/18/06
	Catastrophic Sick Leave Bank Policy	Approved by BOT, 10/18/05
Administration and IT Services Committee	Use of Computing, Networking and Communications Resources	Approved by BOT, 04/22/14 (Expanded from Acceptable Computer Usage Policy)
	Social Media Policy	Approved by BOT, 12/17/13
	Solicitation Policy	Approved by BOT, 04/26/11
	Parking and Traffic Policy	Approved by BOT, 04/27/10
	Free Speech and Demonstrations Policy	Approved by BOT, 06/22/10
	Free Speech Policy	Approved by BOT, 04/14/09
	College Vehicle Use Policy	Approved by BOT, 11/16/07
	Revised/updated Campus Parking Policy	2007: No Board action necessary - Policy updated, no major changes
	Handling of Cash on Campus Policy	Approved by BOT, 03/21/06
	Facilities Use by Outside Agencies Policy	Approved by BOT, 05/05
	Information Technology Standards Policy	Approved by BOT, 05/05

COMMITTEE	POLICY	ACTION
Student Affairs Committee	Revision of Policy # 8071, Sexual Assault Policy	Approved by BOT, 10/21/14
	Student Drug and Alcohol Abuse Policy Revision	Approved by BOT, 06/24/14
	Code of Student Conduct Policy Revision	Approved by BOT, 06/24/14
	Academic Eligibility to Participate in Intercollegiate Athletics Policy	Approved by BOT, 03/20/12
	Student Activities Policy	Approved by BOT, 06/26/12
	Anti-Discrimination Policy	Approved by BOT, 10/22/09
	Involuntary Student Course Withdrawal Policy	Approved by BOT, 03/16/10
	Communicable Disease Policy	Approved by BOT, 04/14/09
	Administrative withdrawal of students	No Board action necessary – Recommendation made to Governance Council that current policy not change
	Student Residency Tuition Policy Revisions	Approved by BOT, 09/26/07
	Student Drug and Alcohol Abuse Policy	Approved by BOT, 03/20/07
	Code of Student Conduct	Approved by BOT, 05/30/06
	Admissions policies	Approved by BOT, 03/05

ADMINISTRATIVE POLICIES		
SPONSOR	**POLICY**	**ACTION**
Vice-President, Academic Affairs	Revision to Policy 5050, Full-time Faculty Load, Promotion and Tenure	Approved by BOT, 03/17/15
Vice-President, Academic Affairs	Revision to Policy 5070, Award of Emeritus	Approved by BOT, 03/17/15
Vice-President, Academic Affairs	Revision to Policy 4017, Credit for Life Experience	Approved by BOT, 04/28/15
Vice-President, Academic Affairs	Academic Program Review Policy	Approved by BOT, 01/20/15

ADMINISTRATIVE POLICIES continued		
SPONSOR	**POLICY**	**ACTION**
Vice-President, Academic Affairs	Alternative Methods for Earning College Credit Policy	Approved by BOT, 01/20/15
Associate Dean, Online Education & Instructional Support Services	Use of Smart Devices in Instructional Spaces Policy	Approved by BOT, 01/20/15
Associate Dean, Online Education & Instructional Support Services	IT Security Policy	Approved by BOT, 12/16/14
Vice-President, Academic Affairs	Copyright Infringement Policy	Approved by BOT, 10/21/14
Vice-President, Academic Affairs	Revision to Policy 5040, Sabbatical Leave	Approved by BOT, 10/21/14
President	Revision, Social Media Policy	Approved by BOT, 12/16/14
President	Campus Sponsorship Opportunities Policy	Approved by BOT, 03/18/14
President	Smoking Policy Revision	Approved by BOT, 03/18/14
President	Board of Trustees Conflict of Interest	Approved by BOT, 12/17/13
President and Director, Public Information and Government Relations	Political Activity on Campus Policy	Approved by BOT, 10/16/12
Vice-President, Academic Affairs	Revision to Policy # 4017, Credit for Life Experience	Approved by BOT, 02/21/12 (Original policy approved in 2008)
President	Naming Policy	Approved by BOT, 10/19/11
Vice-President of Finance and Administration	Debt Policy	Approved by BOT, 12/15/09
President	In-County Resident Status for Students Displaced by Natural Disasters (revision)	Approved by BOT, 11/13/09
Vice- President, Administration and Finance and Director of Finance	Investment Policy Revisions	Approved by BOT, 09/26/07
President's Office (Volunteer Coordinator)	Volunteer Policy	Approved by BOT, 09/20/05