



HAGERSTOWN COMMUNITY COLLEGE

**2023– 2024
ANNUAL GOVERNANCE REPORT**

JUNE 2024

INTRODUCTION

Hagerstown Community College has a shared governance model that promotes a participatory and collaborative culture where employees are well-informed and involved in policy development that matches 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.

OVERVIEW OF HCC GOVERNANCE IN FY 24

The College's shared governance committees addressed a variety of important policy and procedural matters throughout the 2023-24 year. Committee members engaged in discussion and work covering topics such as campus lab safety, curricular changes, review of assessments and related processes, and updates to IT and finance policies. The Governance Council discussed ways to clarify the shared governance process moving forward. An Ad Hoc Committee was appointed to review the Guide to Shared Governance and make recommendations for clarification of process.

Structural Changes to Shared Governance

There were no substantial structural changes related to shared governance implemented this year. The Ad Hoc committee working on faculty advising continued to meet in FY24. The ad hoc committee charged with reviewing shared governance mentioned above was added this year and charged to complete their work by the end of the spring term.

Memberships

The 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. The two student members are appointed annually as determined by the annual SGA election. See Appendix A for a full listing of the members of the committees that served during the 2023-2024 year. This year the faculty was represented by 38 individuals, while the students, administration, and staff were represented by 48 individuals serving on committees.

In the past, new committee members were typically appointed at the beginning of the fall term. More recently, efforts have been made to appoint new members by June in order to allow committees to begin meeting earlier in the fall term. This change should result in committees having more time during the academic year to complete their work.

Communication

Information regarding shared governance is widely available to the campus community in multiple locations. The Public Relations and Marketing department maintains a website where committee information, such as rosters and meeting minutes, can be found. This site is linked to several areas of the HCC website to make it accessible for all members of the campus community. Materials about shared governance can also be found on the public Z drive and are regularly updated. Monthly emails containing campus policy updates are sent to college stakeholders. Informational sessions about shared governance are typically held once a year.

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. 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.

The Governance Council met in September, January, and May during the 2023-2024 year. The September meeting served to help the committees organize and receive an overview of the new year and charges. The January meeting was used to provide updates on committee progress and clarify any issues. The May meeting was used to summarize the work of the year, begin discussing the work for the next year, and discuss transitions for the coming year.

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 while non-faculty are primarily recommended by the Staff Council and members of the Governance Council.

Academic Standards & Outcomes Assessment Committee

The Academic Standards and Outcomes Assessment Committee (ASOAC) makes recommendations on policies that support and maintain high academic standards and assessment methodologies and systems with emphasis on student learning outcomes. Recommendations may include development of or changes to policies, procedures, activities, initiatives, opportunities, and/or strategic planning directions that are needed to support and

maintain high academic standards, and/or an assessment system to measure students' academic achievement. This committee is co-chaired by the Dean of Instruction and a faculty member.

The committee worked on two charges this year. A revision to policy #4013, the course repeat policy, was submitted to the Board of Trustees in May. The committee took no action on the second charge related to pre-requisites in gateway courses. It was recommended that this be handled at the program level.

Faculty Affairs Committee

The Faculty Affairs Committee considers and makes recommendations on policies related to faculty load, promotion, and tenure. Recommendations may include modifications to the student evaluation of faculty instrument and process, peer review committee guidelines, and classroom observation instrument and process. This committee is co-chaired by the Vice President of Academic Affairs and Student Services and a faculty member.

The committee worked on a charge to examine the roles of credit faculty, lead faculty, and program coordinators. Members met several times each semester to review and discuss documents and policies. A list of the essential duties for Program Coordinators was approved by the Governance Council in May.

Curriculum Development and Review Committee

The Curriculum Development and Review Committee (CDRC) reviews new programs and courses to ensure that they meet college and state standards. Additionally, the committee develops, and reviews policies related to general education requirements for programs, course contact-to-credit hour ratios, compliance with the College's official course syllabi format, and discipline coding of courses.

This committee does not oversee matters relating to the rigor of courses or programs. This responsibility resides with appropriate faculty and academic officers. This committee is co-chaired by the Vice President of Academic Affairs & Student Services and a faculty member.

Curricular updates and requests for FY 24 included but were not limited to changes to course titles, pre/corequisites, learning outcomes, and credit/contact hours. These changes were due in part to programmatic review for guided pathways and general curriculum updates/cleanup over time.

Noteworthy changes in FY 24 include:

Discontinued Programs

- Administrative Assistant- LTR.ADA, CER.ADA
- Biotechnology- CER.BTC, AAS.BTC

General Changes and Updates

- First-Year Experience Courses was added (SDV-102)
- Modifications were made to allow more flexibility with English and Math prerequisites to support student completion

Teaching and Learning Committee

The Teaching and Learning Committee makes policy recommendations regarding the College's environment for and support of excellence in teaching and learning. Recommendations may include development of or changes to policies, procedures, activities, initiatives or opportunities, and strategic planning directions that support teaching and learning excellence at HCC. The Teaching and Learning Committee is co-chaired by the Dean of Distance Learning and a faculty member.

The Committee received a charge in May 2023 to develop a new religious observance policy to align with new state law. Policy #8097 was developed and sent to the Board for approval in the fall. The committee spent time researching HCC's academic integrity policies to determine the best way to address concerns about the impact of advances in using Artificial Intelligence (AI) in education. Relevant revisions to Policy #4040 were submitted to the Board for approval in the spring. Policies #7050 and #8076 related to the library were reviewed with the assistance of the HCC Library Coordinator and suggested revisions were moved forward.

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 staff and students. Recommendations may include facilities, auxiliary services, and institutional issues related to IT applications, computer networks, and telecommunications. The committee is co-chaired by the Vice President of Administration & Finance and a faculty member.

The Committee reviewed and discussed IT and finance policies this year. The Committee completed work on 13 policies that required review and approval. These policies encompassed areas such as tuition discount, purchasing and debt policies, as well as several related to IT security.

Student Affairs Committee

The Student Affairs Committee (SAC) makes recommendations on policies regarding services and activities that support, enhance, and maintain the learning environment and student achievement. The Student Affairs Committee ensures that policies support the quality of enrollment services, student life, and co-curricular activities. Recommendations may include the need for resources, new or modified services or programs, new initiatives, opportunities, and strategic planning to support the student experience at HCC. The SAC is co-chaired by the Dean of Students and a faculty member.

The committee reviewed six current policies this year. Work from the previous year on policies related to free speech and anti-discrimination was concluded. The SGA Constitution was reviewed along with a policy related to drug addiction and prevention and a policy for students impacted by natural disasters. Review of Policy #4011 (Involuntary Student Course Withdrawal) recently concluded and suggestions have been moved forward. The committee plans to conclude a review of Policy #4041 (Student Drug and Alcohol Abuse) in early fall 2024 and forward their recommendations to the Board.

Institutional Assessment Committee

The Assessment Committee makes recommendations on policies related to methodologies and systems with emphasis on campus-wide assessments. Recommendations may include the modification or development of strategies, procedures, and tools used to continually assess and improve programs at the institutional and department level. The Institutional Assessment Committee is co-chaired by the Dean of Planning & Institutional Effectiveness and a faculty member.

This committee did not have any policies to review this year. Members spent time reviewing and discussing the results of recent campus assessments and surveys. The committee discussed campus efforts to meet the Middle States expectations for assessment.

Campus Safety Committee

The Campus Safety Committee considers and makes recommendations on policies regarding campus safety, security, emergency preparedness, response, and recovery. Recommendations may include campus response, security protocol, emergency management, campus health, and infectious disease protocol. The Campus Safety Committee is co-chaired by the Director of Public Safety and a faculty member.

The committee met regularly this year to discuss policy and procedure as well as campus safety and security. The Hazard Communication Plan developed last year is in place and available on the website. The committee proposed creating a lab safety hygiene plan. A draft plan has been

developed for final review. Other issues that were discussed throughout the year included traffic concerns, the Safety Data Sheet project, chemical cleanup in the STEM building, and campus trainings. Mr. Schulman, the Facilities Director, attended a meeting to discuss safety issues related to equipment on campus.

Staff Council

The Staff Council is the representative body for non-exempt and exempt staff (up to and including the coordinator level). The Council provides a vehicle for positive, open communication with other areas of the campus community, ensures that staff are informed about and have an opportunity to provide input into proposed College policies and procedures that have an impact on staff; seeks and represents concerns of staff to the College’s administration; and strives to maintain positive communication and understanding between and within all members of the College community. A Staff Council officer serves on appropriate standing and ad hoc committees.

The Council meets every other month and has added a Zoom option for meetings. This allows more flexibility for members unable to attend in person. Topics covered this year included an update on a new campus committee- Celebration of Success, new pickleball courts being installed at the ARCC, and discussion of feedback on the professional development workshops offered over Spring Break. Staff Council works in the spring to help identify staff to fill committee vacancies for next year. New officers will be elected in July.

SUMMARY OF CHARGES AND POLICY WORK IN FY24

Six official charges were assigned to committees this year.

Charge	Committee	Status
AI Charge	Teaching and Learning	Policy #4040 revised
Religious Accommodations	Teaching and Learning	Policy #8097 added
Course Repeat Policy	Academic Standards	Policy #4013 revised
Gateway Course	Academic Standards	Recommended this be addressed at the program level
Review Policy #4011	Student Affairs	Policy #4011 revised
Review of Shared Governance	Ad Hoc Committee	Submitted revised Guide to Shared Governance to Governance Council

Forty-seven policies were reviewed by the Board in 2023 – 2024. Much of this review was related to updating HR policies to align with the new Employee Handbook and reviewing outdated finance policies. An overview can be found in Appendix B.

9/12/23-06/18/24

Status	# Policies
Revised	33
New	3
Reviewed- No Change	4
Deleted	7

LOOKING AHEAD

In 2024-25, the changes reflected in the latest Guide to Shared Governance will be implemented. The standing committees will continue to review and revise current college policies. In recent years, the committees have made substantial progress in their review of these policies, and it is important to continue that momentum. The goal is to have every Board policy reviewed on a 5-year rotating schedule.

In the fall there are plans to offer another workshop that will provide an overview of HCC’s shared governance structure and processes. The workshop will introduce new members of the campus community to HCC’s procedures and a refresher for current employees. The workshop will include an evaluation encouraging participants to provide feedback on the quality of the content and make recommendations for any future trainings that might be helpful. Additionally, an orientation session will be held for co-chairs.

The Shared Governance committees will continue to provide assistance to the Middle States Working Groups as HCC prepares to finish drafting its latest self-study. The self-study will include significant reflection on campus policies and governance structures, aligning directly with the Middle States standards.

APPENDIX A

GOVERNANCE COMMITTEE MEMBERSHIP ROSTERS for FY24

Term expiration date is found in parentheses after each committee member's name.

*** Denotes chair/co-chair*

GOVERNANCE COUNCIL

1. James Klauber, President **
2. Vidda Beache, Dean of Distance Learning
3. Lore Kuehnert, Professor, History
4. Eric Byers, Director of Public Safety & Chief of Police, Public Safety
5. Amanda Miller, Professor, English
6. Tanda Emmanuel, Program Coordinator & Assist Prof, HIM Program
7. Alicia Henson, Associate Professor, Math (DEALS)
8. Greg Betz, Assist Prof, Industrial Technology & Alternative Energy
9. Beth Kirkpatrick, Senior Director, Public Relations & Marketing
10. Jake Klauber, SGA President
11. Christine Ohl-Gigliotti, Dean of Students, Student Affairs
12. Carlee Ranalli, Dean, Planning & Institutional Effectiveness
13. Laura Renninger, Dean of Instruction, Academic Affairs
14. Eric Schwartz, Faculty Assembly Chair; Associate Prof, Political Science
15. Theresa Shank, Dean, Continuing Education & Community Services
16. Robin Witmer-Kline, Assistant Professor, Psychology
17. Heike Soeffker-Culicerto, Vice-President, Administration & Finance
18. Amy Sterner, Director of Athletics, Kelly Jacobs, Payroll Associate
19. Dawn Schoenenberger, Vice-President, Academic Affairs & Student Services
20. Margaret Yaukey, Assistant Professor, Art
21. Olu Bamiduro, Assistant Professor, Mechanical Engineering

ACADEMIC STANDARDS & OUTCOMES ASSESSMENT COMMITTEE

1. Laura Renninger, Dean of Instruction, Academic Affairs/ Carlee Ranalli, Dean, Planning & Institutional Effectiveness **
2. Amanda Miller, Professor, English (24)**
3. W. Christopher Baer, Registrar, Student Affairs
4. Cindy Blank, Professor, Biotechnology (24)
5. Shannon Cameron, Assistant Prof, Physical Education & Athletic Trainer (26)
6. Christine Cramer, Assistant Prof, Psychology (26)
7. Liz Hadley, Assistant Professor, English Language Learners (25)
8. Charles Scheetz, Director, Financial Aid (24)
9. Kathleen Jordan-D'Ambrisi, Director, Health Sciences (24)
10. Tracy Nickel, Retention Specialist, Retention and Registration (26)

11. Kathy Fike, Instructor, Health Information Management Program (25)

FACULTY AFFAIRS COMMITTEE

1. Dawn Schoenenberger, Vice-President, Academic Affairs & Student Services**
2. Lore Kuehnert, Professor, History (26) **
3. Alicia Drumgoole, Assistant Professor, English (24)
4. Dana Poole, Director, English and Humanities (25)
5. Bob Rohan, Director, Athletics, Physical Education & Leisure Studies/Laurie Montgomery, Director, Math and Science (24)
6. Juan Luna, Assistant Professor, Electrical Engineering Technology (25)
7. Ed Bass, Assistant Professor, Advanced Manufacturing Systems (23)
8. Karen Hammond, Director & Assistant Professor, Nursing (24)
9. Ashton Taylor, Instructor, Nursing (23)
10. Jeff Schramm, Assistant Professor, Biology (24)
11. Alison Preston, Director of Institutional Research, PIE

CURRICULUM DEVELOPMENT & REVIEW COMMITTEE

1. Dawn Schoenenberger, Vice-President, Academic Affairs & Student Services**
2. Oluwakayode Bamiduro, Instructor, Mechanical Engineering Technology (25)**
3. Chelsea Brereton, Coordinator, Curriculum & Academic Systems
4. Thomas Burge, Instructor, Physical Education & Fitness Center Coordinator (25)
5. Stacy Reikowsky, Instructor, History (25)
6. Joe Marschner, Assist Prof, Music (24)
7. Rebecca Westmeyer, Professor, Math (25)
8. Michael Martin, Coordinator, Academic Advising & Transfer Services (24)
9. Angie Auldridge, Manager, Retention and Registration (24)
10. Carrie Hawbecker, Assistant Prof, Math (DEALS) (24)
11. Jennifer Suminski, Assistant Professor/Program Coordinator, Dental Hygiene Program (25)
12. Robin Hill, Associate Professor, Nursing (25)
13. Laura Renninger, Dean of Instruction, Academic Affairs
14. Mary Hendrickson, Director, Behavioral and Social Sciences/Business (25)

TEACHING AND LEARNING COMMITTEE

1. Vidda Beache, Dean of Distance Learning**
2. Robin Witmer-Kline, Instructor, Psychology (24)**
3. Sonjurae Cross, Assistant Professor, Developmental English (24)
4. Victor Adegboyega-Edun, Assistant Professor, Web & Animation Technology (25)
5. Josue Lopez, Instructor, Foreign Languages (25)
6. Nancy Arnone, Director, TCS (24)

7. Jessica Baker, Allied Health Program Manager (23)
8. Audra Haddock-Martenot, Assistant Professor, Digital Media Communications (24)
9. Dan Ryan, Assistant Prof, Sociology (24)

ADMINISTRATIVE AND IT SERVICES COMMITTEE

1. Heike Soeffker-Culicerto, Vice-President, Administration & Finance**
2. Greg Betz, Assist Prof, Industrial Technology & Alternative Energy (25)**
3. Megan Curry, Generalist, Human Resources (24)
4. Doug Leisher, Assistant Professor, Information Systems Technology (25)
5. Matthew Trunk, Learning Technology Support Technician (25)
6. Stephny Lietuvnikas, Systems Analyst (25)
7. Theresa Shank, Dean, Workforce Solutions and Continuing Education (24)

STUDENT AFFAIRS COMMITTEE

1. Christine Ohl-Gigliotti, Dean of Students, Student Affairs**
2. Alicia Henson, Assistant Professor, Math (DEALS) (24)**
3. Alyssa Little, Assistant Professor, Dance (24)
4. Wes Jackson, Recruitment & International Specialist (25)
5. Rebecca, SGA Rep (24)
6. Kim Hamburg, Administrative Office Associate III – Health Sciences (25)
7. Lori Kendall, Personal Enrichment and Youth Program Manager (24)
8. Dawn Drooger, Assistant Professor, Nursing (25)

INSTITUTIONAL ASSESSMENT COMMITTEE

1. Carlee Ranalli, Dean, Planning & Institutional Effectiveness**
2. Tanda Emmanuel, Program Coordinator & Instructor, Health Information Management Program (25)**
3. Laura Scafide, Coordinator, Career Services, Internships, Job Services (24)
4. Brandon Brereton, Assistant Director, Finance (24)
5. Erin Murray, Instructional Technologist (25)
6. David Grimes, Learning Support Specialist (25)
7. Jess Miller, Coordinator, Development (24)
8. Taylor Riggsby, Data and Assessment Specialist, PIE (25)
9. Mike Schmidt, Operations Manager, Workforce Solutions & Con Ed (24)

CAMPUS SAFETY COMMITTEE

1. Eric Byers, Director of Public Safety & Chief of Police, Public Safety**
2. Margaret Yaukey, Instructor, Art (25)**
3. Jim Niessner, Assistant Professor, Developmental Composition (25)
4. Lori Manilla, Associate Professor, Nursing (25)
5. Ramses Coly/Brian Hook, Police Officer, Campus Police & Safety (24)
6. Jennifer Childs, Executive Director, Human Resources
7. RJ Lushbaugh, Admission Specialist, Admissions & Enrollment Management (24)
8. Tyler Howsare, Webmaster (25)
9. Louise Bird, Executive Assistant, VP of Academic Affairs (24)
10. Cheri McDannell, Desktop Publishing/Software User Specialist (2)

AD HOC FACULTY ADVISING COMMITTEE

1. Michael Martin, Director, Academic Advising & Registration (23)**
2. Eric Schwartz, Faculty Assembly Chair; Assistant Prof, Political Science (23)
3. Angie Auldridge, Manager, Retention and Registration (23)
4. Margaret Yaukey, Instructor, Art (23)
5. Linda Cornwell, Coordinator, Fletcher Faculty PD Center (23)
6. Robin Hill, Assistant Professor, Practical Nursing (23)
7. Rich Camphell, Assistant Professor, Math (DEALS) (23)

AD HOC REVIEW OF SHARED GOVERNANCE COMMITTEE

1. Dawn Schoenenberger, Vice-President, Academic Affairs & Student Services**
2. Veronica Stein, Professor, Chemistry and Physical Science**
3. Victor Adegboyega-Edun, Assistant Professor, Web & Animation Technology
4. Alicia Drumgoole, Assistant Professor, English
5. Carlee Ranalli, Dean, Planning & Institutional Effectiveness
6. Kathleen Jordan-D'Ambrisi, Director, Health Sciences

APPENDIX B
POLICY WORK IN FY24

Policy #	Policy Name	Status
5092	Drug/Alcohol Free Environment	Revision
8070A	Sexual Harassment	Deletion
8095	Social Media Use & Personal Electronic Account Privacy Protection	Revision
4042	Free Speech and Anti-Discrimination	Deletion
5032	Discriminations, Hate Crimes, and Biased Incident Reporting	Revision
8097	Religious Accommodation	New
4040	Code of Student Conduct	Revision
8068	Freedom of Expression on Campus (Revised title from "Expressive Activity Policy")	Revision
3041	In-County Resident Status for Students Displaced by Natural Disasters	Reviewed - No Changes
4039	Heroin and Opioid Addiction and Prevention Policy	Revision
6037	Debt Policy	Revision
8073	Information Technology Security Policy	Revision
3070	Maryland National Guard Tuition Discount	Reviewed - No Changes
8098	Information Technology Security Policy	New
8099	Protection of Personally Identifiable Information (PII)	New
4070	Student Government Association Constitution	Revision
3023	The Papercut Program	Revision
6021	Food Services and Campus Store Pricing Policy	Reviewed - No Changes
6022	Veterans and Campus Store Purchases Policy	Reviewed - No Changes
8069	Commercial Solicitation Policy	Revision
8006	Criminal Background Check Policy	Revision
4039	Heroin and Opiod Addiction and Prevention Policy	Deletion
5001	Employee Handbook	Revision
5005	Employee Performance Evaluations	Revision
5006	Employee Discipline, Due Process and Appeal Policy	Revision
5007	Employee Grievance Process	Revision
5020	Group Health Benefits Policy	Revision
5021	Employee Sick Leave Bank Policy	Deletion
5031	Employment Expectations and Professional Conduct of Trust	Revision
5031A	Code of Trust	Deletion
5035	Conflict of Interest Policy	Revision

5040	Administrative Staff and Faculty Sabbatical Leave	Revision
5043	Military Leave - Reserve Training and Active Duty	Revision
5081	Alternate Contributory Pension Selection Plan	Revision
5092	Drug/Alcohol Free Environment	Deletion
8020	Alcohol Possession and Uses on Campus Property	Deletion
8030	Alcohol, Tobacco, and Opioid, and other Drug Awareness Policy	Revision
8041	Communicable Disease	Revision
8070	Campus and Workplace Violence	Revision
2010	Board Bylaws	Revision
4013	Repeating a Course	Revision
4011	Involuntary Withdrawal Policy	Revision
4036	Student Organization Policy	Revision
6020	Purchasing Policies	Revision
6039	Asset Capitalization and Inventory Control	Revision
6030	Appointment of External Auditors	Revision
2036	Audit Committee Charter	Revision