
MONTGOMERY COLLEGE GOVERNANCE

Faculty Council
November 3, 2016
12:30–2:30 p.m.
SC 152

Attendees

- Members present: Sharon Anthony, Eric Benjamin, Robin Flanary, Laura Gardner, Ever Grier, Angela Nissing, Rick Penn, Anthony Solano, Joe Thompson, Steve Thurston, Page Whittenburg, Tracie Witte, Margo Woodward-Barnett
- Members absent: Jennifer Ausden, Zhou (JoJo) Dong, Zenobia Garrison, Tracey Smith-Bryant, Alan Stover, Monica Zhang
- Guests: Patrick Feehan

Call to Order

Chair Rick Penn called the regular meeting to order at 12:38 p.m. The agenda was approved by unanimous consent.

Constituent Concerns/Open Comments

Rebecca Eggenschwiler expressed concerns about open educational resources (OERs) as well as how they are being mandated for some courses and in some disciplines without full faculty support. She also questioned the impact this is having on academic freedom.

Ever Grier informed the council that Disability Support Services would be seeking input from part-time and full-time faculty on how DSS can assist them in terms of supporting students with accommodations. A survey will be sent out on Nov. 8.

Approval of Minutes

Joe Thompson made a motion to approve the minutes from the October 6, 2016, meeting as written. The motion was seconded and passed unanimously.

Tracie Witte made a motion to approve the minutes from the October 20, 2016, meeting as amended. The motion was seconded and passed unanimously.

New Business

Update From Patrick Feehan on Cybersecurity

Patrick Feehan warned council members that the College is under attack by cyber-criminals and he urged them to remain alert, noting that a single person who falls for a phishing scam can create problems for the entire College. He reviewed efforts the College has undertaken to educate users about phishing and steps individuals should take to report potentially fraudulent e-mails. Council members were asked to share this information with colleagues.

Concerns Raised Re: Assessment Center

The council discussed the constituent concern raised at the October 20 meeting regarding the inflexibility and inconsistency some faculty members have experienced with the 48-hour policy for submitting Test Request Forms (TRFs) to the Assessment Center. Rick Penn read comments from two constituents with additional concerns about situations in which this requirement poses difficulty. Guillermo Laya's response to the initial constituent concern was shared with the council. Council members discussed further concerns, including how closings are announced. Ever Grier will draft a letter on behalf of the Faculty Council to share council concerns and expectations with the college wide director of the assessment centers and to learn what the mission and policies of the assessment centers are.

Approve Benchmarks, Methods of Assessment, Activities in Support of Council Goals

Members discussed what the council can do to support its three goals in terms of benchmarks and specific activities. Discussion will resume at the next meeting.

Academic Regulations Committee New Member

Anthony Solano made a motion to approve Asia Lunn as the new Rockville counseling representative on the Academic Regulations Committee. The motion was seconded and passed unanimously. She fills the vacancy left by Marcus Peanort. The committee also needs a teaching faculty member from Takoma Park/Silver Spring. Angela Nissing will try to recruit someone.

Chair's Report

No report given.

Committee Reports

Academic Regulations

Tracie Witte will present a draft of the new academic regulations organizational structure at the next meeting. She will send the draft out ahead of time and she encouraged council members to review it. A committee report was submitted to the council and is attached to the minutes.

Curriculum Committee

Anthony Solano submitted a report to the council. It is attached to the minutes.

General Education Committee

The committee has asked the Faculty Council to approve a revision to the committee co-chair terms. Sharon Anthony provided Faculty Council members a copy of the recommendation and asked for a vote on it at the next meeting. A committee report was submitted to the council and is attached to the minutes.

Campus Faculty Senates

- Rockville – Steve Thurston: The senate voted to ask Dr. Rai to extend the final deadline to submit final grades after classes are finished; discussed OERs and in the spring would like to hold student-based focus groups on the subject; and discussed safety and security on campus.
- Germantown: No report.
- Takoma Park/Silver Spring: No report.

Announcements/Adjournment

Joe Thompson made a motion to adjourn at 2:24 p.m. The motion was seconded and passed unanimously.

Meeting adjourned at 2:24 p.m.

Zenobia Garrison
Faculty Council Secretary

**Academic Regulations and Standards Committee Report
Update to Faculty Council, 11/3/2016**

The Committee on Academic Regulations and Standards met, as scheduled, on Friday, October 28. Please find the committee's continuing and new business below:

Continuing Business

- Committee membership
 - o The committee is still in need of a full-time teaching faculty member from the Takoma Park/Silver Spring campus.
 - o Members of faculty council are asked to spread the word and try to encourage teaching faculty members from TPSS to becoming a part of the Committee on Academic Regulations and Standards.

- AR 9.63, Academic Load
 - o After discussions at previous meetings about proposed changes to AR 9.63 dealing with Academic Load, the committee voted to make the changes (listed below, new wording in red). The vote was unanimously in favor of supporting the changes.

9.63 Academic Load

A. Students in good academic standing may not enroll for up to more than 18 billing hours in one during a fall or spring semester. Exceptions to this regulation may Students who wish to take more than 18 billing hours but less than 22 billing hours be made with the except by may obtain permission through of their academic advisor and the Office of the Dean of Student services Affairs or designee. Students who wish to take more than 22 billing hours during a fall or spring semester may only receive permission from the Office of the Dean of Student Affairs.

B. Students in good academic standing may not enroll for up to more than 7 billing credit hours or equivalent in one summer session or 10 credit billing hours or equivalent in overlapping sessions. Exceptions to this regulation may be made with the permission of the academic advisor or the Dean of Student Affairs or designee. Students who wish to take more than 7 billing hours during a summer session or more than 10 billing hours in overlapping sessions may only receive permission from the Office of the Dean of Student Affairs.

C. Students may not enroll for up to 4 billing credit hours or equivalent in one during a winter session. Exceptions to this regulation may be made with the permission of the academic advisor or the Dean of Student Affairs or designee. Students who wish to take more than 4 billing hours during a winter session may only receive permission from the Office of the Dean of Student Affairs.

- Academic Appeals (AR 9.9)
 - o In anticipation of needed changes to the Academic Regulations dealing with Academic Appeals, the Academic Regulations Committee has brought together an Academic Appeals work group.
 - o At their first meeting, the Appeals workgroup discussed a number of issues including updating the current form that is used.
 - o Another important issue that the committee discussed is the lack of guidelines for Academic Appeals regarding membership structure, term of service on the committee, processes, etc. This has led to inconsistencies in membership structure and process across the three campuses.
 - o The workgroup thought it was important to have these issues written somewhere, but were unsure where this information, and perhaps oversight over the committee, should be "housed". One suggestion, about which the Academic Regulations Committee discussed at its meeting, is to include Academic

Appeals as a standing committee of the Academic Regulations and Standards Committee. That would ensure that Academic Appeals is housed under a college-wide group to ensure consistency across the three campuses, and that there is a connection between the committee dealing with the Academic Regulations and the committees deciding when to make exceptions to some of the Academic Regulations.

- There was decidedly mixed support about this possibility by Academic Regulations Committee members. It would be a completely new structure that might bring with it some unforeseen challenges.
- If the Academic Appeals were to come under the “umbrella” of Academic Regulations, the Appeals committee structures could be a part of the college wide policy dealing with Academic Regulations (53001CP).
- o Faculty council is being asked to give some input regarding this issue.

- AR 9.44, Grade Disputes

- o The Committee continued its review of a working draft of AR 9.44 (Grade Disputes). As soon as a new draft is completed, it will be shared with Faculty Council and other groups across the college.

New Business

- AR 9.721 and 9.91, General Education

- o In the process of restructuring the Academic Regulations, the committee noticed that there is significant overlap between two regulations dealing with General Education. This was brought to the attention of the General Education Committee who came back with a proposal that included keeping the regulations separate.

- o The Academic Regulations committee members felt strongly that these regulations should, in some way, be connected. No vote was taken on the proposed changes. Instead, possibilities of how to connect these regulations will be discussed with the General Education Committee.

- 53001CP, Proposed changes to reflect the new process

- o After a meeting (back in the summer) with Sanjay Rai, Steven Cain, Carolyn Terry, Kevin Long, and Tracie Witte (Academic Regulations chair), a process was established that modifies the current process an academic regulation must go through in order to be officially changed/edited/updated/added/deleted. Sanjay Rai, VP for Academic Affairs, after having received a proposed change from the Academic Regulations Committee, will determine if the change is an editorial/minor change or if it is a more substantial one. Editorial/minor changes, if approved by the VP for Academic Affairs, will be made without further consultation. If the change is more substantive, as determined by the VP for Academic Affairs, it will be sent to the PEC for further discussion. Any changes recommended by the PEC will be sent back to the Academic Regulations Committee for discussion and a vote.

- o The committee is working to reflect those changes in the current procedure dealing with Academic Regulations in 53001CP, the College Procedure that discusses issues related to the Academic Regulations and Standards Committee. When a draft of 53001CP is finalized, it will be shared with the Faculty Council.

Respectfully submitted by,

Dr. Tracie Witte
Chair, Academic Regulations and Standards Committee

**College Curriculum Committee
Update to Faculty Council, 11/3/2016**

Old Business:

- Completing remaining proposals from 2015-2016 which included AEL/ELA, HLTH, IERW, HINM, and MATH proposals and processing any new course or program proposals.
- Processing of documentation required by MHEC to either convert the approximately 51 tracks into Areas of Concentration or process the documentation to delete them from the curriculum.
- Complete the proposals of the approximately 57 degrees that have not transitioned from the old general education program to the new general education program. This includes reviewing any possible updates to the program requirements, semester outlines, and program outcomes.
- Developing a list of courses that have not been offered in the previous three years and initiate the shelving process for these courses. This includes notifying any programs affected by the shelving of these courses.
- Preparing for the transition from CurricUNET to Curriculog which will allow all changes to be automatically applied to the college catalog through Acalog. (Acalog and Curriculog are both Digital Architecture products). Currently, all proposals in CurricUNET must be typed into Acalog by hand.

Committee met on October 7th.

(I was absent due to leave, Shelley Jones served as chair for meeting)

Administrative Changes

- Title Change Health Fitness to Exercise Science, AA passed

Course Revision Proposals

- CMSC 266 - Programming for Digital Forensics passed
- HLTH 121: Nutrition for Fitness and Wellness passed
- HLTH 215: Women's Health passed
- NURS 130: LPN Transition passed

Course Creation Proposals

- IERW 001 Integrated Reading and Writing I passed
- IERW 002 Integrated Reading and Writing II passed

Program Foundation Changes

- Fire and Emergency Services Management, AAS pushed to 11/4/Meeting

New Business:

Next Meeting is 11/4/16:

Communication Studies Proposals

- COMM 108 Introduction to Human Communication (minor revision)
- COMM 112 Business and Professional Speech Communication (minor revision)

Computer Science Proposals

- CMSC 295X Research Topics in Information Security (creation)

Health Information Management Proposals

- HINM 134 Healthcare Delivery Systems (creation)
- HINM 144 Health Data Content, Structure and Standards (creation)
- HINM 154 Legal and Ethical Issues in Health Information Management (creation)
- HINM 180 Health Data Management (creation)
- HINM 190 Supervision of Health Information Services (creation)
- HINM 220 Advanced Coding and Clinical Documentation Improvement (revision)
- HINM 230 Title changed from Electronic Patient Billing to Health Information Management Revenue Cycle and Reimbursement Management (revision)
- HINM AAS Degree (revision)

Consent Calendar (All Deletions)

- HINM 133 Assembly and Analysis and Alternate Health Care Delivery
- HINM 140 Introduction to Health Information Management
- HINM 145 Legal Aspects of Health Information
- HINM 146 Introduction to and Legal Aspects of Health Information Laboratory
- HINM 170 Management of Health Information
- HINM 175 Automation of Health Information
- HINM 210 Statistics for Health Information
- HINM 215 Performance Improvement in Health Information

Mathematics Proposals

- MATH 093 Intermediate Algebra for Liberal Arts (minor revision)
- MATH 093C Intermediate Algebra Liberal Arts C (creation)
- MATH 096 Intermediate Algebra (minor revision)
- MATH 096C Intermediate Algebra C (creation)

Program Foundation Changes Proposals

- Fire and Emergency Services Management AAS Program Foundation Changes Proposal

Respectfully submitted,

Anthony Solano

Chair, Collegewide Curriculum Committee

**General Education Standing Committee
Update to Faculty Council, 11/3/2016**

Old Business:

- Gen Ed Course Certification Open Labs: During the week of October 24th, Gen Ed Course Certification Open Labs were held on each campus, and Gen Ed CAPs met with several faculty work groups.

New Business:

- Two-Year GESC Co-Chair Terms: Given the extensive workload and responsibility of implementing and managing MC's new General Education Program, the Standing Committee asks Faculty Council to approve the extension of the co-chairs' terms to 2-year, staggered terms, to allow one experienced co-chair and one new co-chair to work together each academic year. Also, the Committee would like those 2-year terms to be renewable with the support of the Committee. In addition, we ask the Faculty Council to approve a new resource, non-voting position on the Gen Ed Standing Committee for the out-going GESC co-chair to serve as a mentor and advisor for one year after his or her co-chair service is done.
- Blanket approval for Health GEIR courses: The General Education Committee voted to approve the use of HLTH 105, 121, 125, 150, 200, and 215 to satisfy Gen Ed Institutional Requirement (GEIR) only in the academic year 2016-17, even though they will not be listed as GEIR until next fall's catalog. This action was taken so as not to cause confusion or graduation delays for students.
- Gen Ed Conference at MC: Dr. Rai and Follett are funding a college-wide conference on the topic of General Education in MC courses, with a particular focus on signature assignments, to be held on the Germantown campus on Wednesday, March 22, 2017.

On-Going Business:

- Course Certification Reviews:
- HIST 252, 262, and 263 as well as PHIL 101, 140, 143, 190, 201, and 2015 were approved by GESC pending minor revisions, on Oct. 28, 2016.
- At its 11/11 meeting, the Gen Ed Committee will review 10 English literature Gen Ed courses.

Respectfully submitted,
Sharon Anthony
Co-Chair, General Education Standing Committee