
MONTGOMERY COLLEGE GOVERNANCE

Faculty Council
December 1, 2016
12:30–2:30 p.m.
SC 151

Attendees

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

Call to Order

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

Constituent Concerns/Open Comments

A concern was raised about comments made during a council meeting discussion being reported out of context. Council members expressed agreement that meetings should provide a forum where concerns and issues can be discussed openly, freely, and respectfully, without fear of repercussion.

Approval of Minutes

No minutes were approved.

New Business

Update on the First Year Experience

Angela Dawson informed the council about efforts to revitalize the First Year Experience (FYE) by increasing faculty engagement with the program. She is seeking to identify faculty members who want to collaborate with FYE and input on what types of support faculty who work with students new to the College need, as well as ways to increase student participation. Council members were asked to encourage faculty members to take part in an FYE faculty outreach survey. Council members offered suggestions, including having FYE counseling faculty talk to students in English 101 and AELP classes and e-mailing chairs with a brief description of the FYE and a link to include on course syllabi.

Update on Program Objective Enrollment Compliance

Ernest Cartledge informed the council about regulations that prohibit students from receiving federal financial aid for courses that are not required to complete their program of study. The College will enforce this requirement effective with the spring 2017 semester. He discussed efforts the College is undertaking to notify students of the change and stressed the importance of counselors and advisers who will need to encourage students to take classes in their program of study. He also noted that students are required to declare a major to receive federal financial aid. Council members discussed the impact of the federal requirements on students who change majors and the concerns this will raise. Ernest Cartledge offered to come to a meeting in the spring to provide more information and answer additional questions.

Complete Council's Annual Goals

The council completed work on the benchmarks, methods of assessment, and specific activities for its annual goal plan. Joe Thompson made a motion to approve the council's annual plan. The motion was seconded and approved unanimously.

Chair's Report

Rick Penn reported that the Faculty Council has been asked to fill positions on three committees – the Outstanding Full-Time Faculty Awards, the Outstanding Part-Time Faculty Awards, and the Commencement committees. Contact Rick Penn for more information.

Committee Reports

Academic Regulations

The committee did not meet because of the Thanksgiving holiday. No committee report.

Curriculum Committee

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

General Education Committee

Sharon Anthony submitted a committee report. It is attached to the minutes.

Campus Faculty Senates

- Rockville – Steve Thurston: A report was e-mailed to council members.
- Germantown: No report.
- Takoma Park/Silver Spring: No report.

Announcements/Adjournment

The council had a conversation about recent media coverage of the College president.

Next semester the Faculty Council will look into a recommendation it passed in 2014 to create a Faculty Issues subcommittee. The issue arose as part of research being done by a Middle States workgroup trying to determine what faculty group is in charge of faculty evaluations.

Tracie Witte made a motion to adjourn at 2:33 p.m. The motion was seconded and passed unanimously.

Meeting adjourned at 2:33 p.m.

Zenobia Garrison
Faculty Council Secretary

**College-wide Curriculum Committee
Update to Faculty Council, 12/1/2016**

Old Business:

- The remaining proposals from 2015-2016 which included AEL/ELA, HLTH, IERW, HINM, and MATH proposals have been completed.
- 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 effected 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 did not meet on November 18th.

The CCC Chair, Curriculum Specialist, Banner Specialist, and CAPs met on November 18th to discuss proposal assignments and plan how to address what needs to be completed by the end of the year. These include:

- General Education and Program Requirement Changes
- World Language Outcome changes for General Education Recertification
- Courses in the MC catalog without printed outcomes

Next Meeting is 12/2/16:

Consent Calendar

- World Languages
- NWIT 266 (Programming for Digital Forensics (deletion))

Administrative Changes

- None

Course Creation Proposals

- NWIT 105 Introduction to Cloud Computing

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- Cloud Computing and System Administrator Certificate
 - BIOL 202 Interdisciplinary Bioinformatics-An Introduction
 - Bioinformatics, A.S.

Course Revision Proposals

- NWIT 101 Introduction to the Internet of Things (IoT)
- NWIT 130 Network Cabling Technology
- NWIT 203 Microsoft Windows Server
- NWIT 204 Network Virtualization and System Administrator
- NWIT 261 CCNA Security
- Network and Wireless Technology AAS degree
- READ 095 College Reading Skills I
- READ 099 College reading Skills II

*Respectfully submitted,
Anthony Solano
Chair, Collegewide Curriculum Committee*

**General Education Committee
Update to Faculty Council, 12/1/2016**

New Business:

- **AAC&U General Education Conference in February 2017:** Chairs of departments with several Gen Ed courses have been asked to recommend full- and part-time faculty who would like to join an MC team to attend the AAC&U General Education & Assessment: Design Thinking for Student Learning Conference in Phoenix, Feb. 23-25. Chairs are asked to submit names of interested faculty this week.
- **Behavioral & Social Sciences Distribution and Natural Sciences (lab and non-lab) Distribution courses'** Gen Ed Certification packets are due to the Gen Ed Committee by Dec. 23rd.
- **Gen Ed Course Certification Open Labs:** Throughout this week, Gen Ed Course Certification Open Labs will be held twice on each campus, at which times Gen Ed CAPs will be available to work with several faculty work groups. This is the final open lab series of the fall 2016 semester. Additionally, we will offer a Gen Ed Workshop this Friday, 12/2, from 2-4 p.m. on the Rockville Campus regarding specific aspects of the Gen Ed Course Certification process, including signature assignment requirements.
- **Voluntary withdrawal of Gen Ed courses:** Disciplines are asked to submit a Voluntary Gen Ed Course Withdrawal form if they decide to not recertify any of their current Gen Ed courses.

On-Going Business:

- **Course Certification Reviews:**
 - At its 12/9 meeting, the Gen Ed Committee will review several English literature Gen Ed courses as well as Women's Studies 101 and two American Sign Language courses.

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