
MONTGOMERY COLLEGE GOVERNANCE

Faculty Council
February 2, 2017
12:30–2:30 p.m.
HU 009

Attendees

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

Call to Order

Chair Rick Penn called the regular meeting to order at 12:46 p.m. The agenda was approved by unanimous consent.

Constituent Concerns/Open Comments

Tracie Witte raised concerns about inconsistencies in how students were being referred to obtain permission to register late for a class, and that the problems with the on-time registration policy seemed worse this semester than the fall.

Joe Thompson suggested that a fifth exception be considered for the on-time registration policy to take into account legitimate compatibility, comfort, or pedagogical concerns.

Alan Stover raised concerns about the impact of cancelled classes and declining enrollment had on part time faculty. He reported some part-time faculty had not been able to get classes even when they have an appointment, while at the same time new part-time faculty were being hired.

Rick Penn suggested further discussion in greater detail at our next meeting.

Approval of Minutes

The minutes from the November 17, 2016, meeting were approved as written by unanimous consent.

The minutes from the December 1, 2016, meeting were approved as written by unanimous consent.

Continuing Business

Faculty Issues Committee

Alan Stover volunteered to be the contact person for the Faculty Issues Committee. Other committee members will be requested on an as-needed basis.

New Business

Supporting Students/Colleagues Affected by Travel Ban

Rick Penn and Page Whittenburg reported on a meeting with Dr. Pollard to discuss how faculty can support students and colleagues affected by the executive order on immigration. The council discussed resources that may be available within the College and suggested other ways faculty members can assist those affected by the travel ban immediately and as future events may warrant; as well as the importance of exercising leniency for students, as appropriate.

Alan Stover made a motion that the Faculty Council recommend that the College administration establish on each campus a point of contact for students and employees affected by executive action on immigration. The motion was seconded and passed unanimously.

The Faculty Council reviewed a draft statement of support prepared by Page Whittenburg and Rick Penn:

Recent weeks have brought a series of rapid and dramatic changes to our country, including last week's travel ban imposed by the federal government on visitors and immigrants from several countries. The ban has already had far-reaching effects on our colleagues, students, friends, and families.

As a result of this ban, some students have been unable to re-enter the country to complete the degrees they began. Some students and faculty have unexpectedly found themselves unable to be reunited with their families or to respond to family emergencies. Many no longer feel safe due to the climate of uncertainty and in some cases, hostility.

Our Montgomery College community has always been a place of inclusion, of safety, of tolerance. Now, at a time when those values appear to be threatened from the outside, it is more necessary than ever to affirm that all are welcome and to recognize that our strength lies in our diversity. We stand by all members of our College community, and we will support our students and colleagues affected by this ban in any way that is open to us.

Alan Stover made a motion to accept the statement on behalf of the Faculty Council and share it with the College community. The motion was seconded and passed unanimously.

Rick Penn said he would be contacting Tim Dietz for additional guidelines on what faculty are allowed and not allowed to do and for further clarification on College policy and procedure on political activity. Council members who have specific questions can send them to Rick Penn.

In addition, council members proposed holding interdisciplinary panels for students on each campus with faculty members from history, political science, sociology, and psychology who can offer perspectives on current issues and events. It was suggested that the chairs of the Faculty Senates on each campus could organize the panels.

Reactions/Feedback to Extended Winter Term

Steve Thurston said he had heard good feedback from faculty about the extended winter term. Tracie Witte said the extended term should not be required of course coordinators.

85% Capacity Enrollment Efforts

Rick Penn said an attempt was made this registration cycle to get meaningful data to chairs and deans to help them make decisions about classes. He continues to work on a team appointed by Dr. Rai, to identify day by day enrollment patterns that will assist the College in adopting better scheduling practices and fewer cancellations.

Solicit Examples of Attempts to Minimize Out-of-Pocket Expenses for Students

Rick Penn asked council members to solicit from colleagues ways they have brought material to students more cost-effectively without sacrificing quality. He also asked for ideas on how to share these success stories with faculty.

EEAG Recommendation – Constituent Concerns

Rick Penn informed council members that one of the Employee Engagement Advisory Group recommendations called for posting examples of constituent concerns someone might bring to each council on the Governance web page. He asked members to let him know if they have specific examples they would like to include.

Chair's Report

Rick Penn informed council members about a vote in the College Council to amend the governance constitution to add a WD&CE representative to each campus council. The amendment failed in the College Council. Rick Penn explained his reasons for voting against the amendment and asked if there was any objection from the Faculty Council to his voting against the change.

Committee Reports

Academic Regulations

The committee has not met yet this semester.

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: The senate did not meet in December. Its next meeting is scheduled for February 9.
- Germantown: No report.
- Takoma Park/Silver Spring: The next meeting is scheduled for February 7.

Announcements/Adjournment

Rick Penn will look into whether a conference room would be available if the council adjusted its meeting time to 12:45–2:45 p.m.

Joe Thompson made a motion to adjourn at 2:27 p.m. The motion was seconded and passed unanimously.

Meeting adjourned at 2:27 p.m.

Zenobia Garrison
Faculty Council Secretary

Collegewide Curriculum Committee Report

Update to Faculty Council, 2/2/2017

Old Business:

- 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.
- Transitioning 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 December 2nd.

Administrative Changes

- None

Consent Calendar

- World Languages (*Removed from Consent Calendar due to questions regarding the measurability of several outcomes*)
- NWIT 266 (Programming for Digital Forensics (*Deleted*))

Program Creation Proposals

- Cloud Computing and System Administrator Certificate *Proposal Passed*
- Bioinformatics, A.S. *Proposal Passed*

Program Revision Proposals

- Network and Wireless Technology AAS degree *Proposal Passed*

Course Creation Proposals

- NWIT 105 Introduction to Cloud Computing *Proposal Passed*

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- BIOL 202 Interdisciplinary Bioinformatics-An Introduction *Proposal Passed*

Course Revision Proposals

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

Committee met on January 27th.

Administrative Changes

- None

Consent Calendar (No Objections)

- Art History Track, AA (*Deleted*)
- Graphic Design for Web and Interaction AAS Degree (*Deleted*)
- Graphic Design for Web and Interaction Certificate (*Deleted*)
- NURS 233 Nursing Management in Health and Illness (*Deleted*)
- NURS 234 Nursing in Family Newborn and Woman's Health (*Deleted*)

Program Foundation & Requirement Changes

- Diagnostic Medical Sonography (General) *Proposal Passed*
- Diagnostic Medical Sonography (Vascular) *Proposal Passed*
- Diagnostic Medical Sonography (Echocardiography) *Proposal Passed*
- International Studies AA Track *Proposal Passed*
- Physical Therapist AAS *Proposal Passed*
- Radiologic (X-Ray) Technology AAS *Proposal Passed*
- Surgical Technology AAS *Proposal Passed*

Program Creation Proposals

- Cloud Computing and System Administrator Certificate *Proposal Passed*
- Bioinformatics, A.S. *Proposal Passed*

Program Revision Proposals

- Criminal Justice AAS degree *Proposal Passed*

Course Creation Proposals

- None

Collegewide Curriculum Committee Report

Course Revision Proposals

- SURG 101 Surgical Technology I *Proposal Passed*
- TECH 272 Professional Website Development *Proposal Passed*
- TECH 273 Advanced Professional Web Technologies *Proposal Passed*
- ARAB 101 *Proposal Passed*
- ARAB 102 *Proposal Passed*
- CHIN101 *Proposal Passed*
- CHIN 102 *Proposal Passed*
- CHIN 201 *Proposal Passed*
- CHIN 202 *Proposal Passed*
- FREN 101 *Proposal Passed*
- FREN 102 *Proposal Passed*
- FREN 201 *Proposal Passed*
- FREN 202 *Proposal Passed*
- GERM 101 *Proposal Passed*
- GERM 102 *Proposal Passed*
- HIND 101 *Proposal Passed*
- HIND 102 *Proposal Passed*
- ITAL 101 *Proposal Passed*
- ITAL 102 *Proposal Passed*
- KORA 101 *Proposal Passed*
- KORA 102 *Proposal Passed*
- PORT 101 *Proposal Passed*
- PORT 102 *Proposal Passed*
- RUSS 101 *Proposal Passed*
- RUSS 102 *Proposal Passed*
- SPAN 101 *Proposal Passed*
- SPAN 102 *Proposal Passed*
- SPAN 103 *Proposal Passed*
- SPAN 106 *Proposal Passed*
- SPAN 201 *Proposal Passed*
- SPAN 202 *Proposal Passed*
- SPAN 203 *Proposal Passed*
- SPAN 215 *Proposal Passed*

Next Meeting is 2/3/17:

Consent Calendar

Area of Concentration Conversions from Tracks (OCs)

- Science, AS
 - Biological Science, AS
 - Chemistry and Biochemistry, AS
 - Environmental Science and Policy, AS
 - Mathematics, AS
- Engineering, AS
 - Aerospace Engineering
 - Bioengineering
 - Chemical Engineering
 - Civil Engineering
 - Computer Engineering
 - Electrical Engineering

Administrative Changes

- Pending

Program Foundation & Requirement Changes

- Biotechnology AAS
- Emergency Preparedness Management AAS
- Exercise Science AA

Program Creation Proposals

- Data Science Stand Alone Certificate

Course Creation Proposals

- DATA 101 Introduction to Data Science
- DATA 110 Writing and Communication in Data Science
- DATA 201 Statistical Methods in Data Science
- DATA 205 Capstone Experience in Data Science

Course Revision Proposals

- CMSC 100 Fundamentals of Programming

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

GENERAL EDUCATION COMMITTEE
Update to Faculty Council, 2/2/2017

New Business:

- **Arts Distribution and English Foundation courses' Gen Ed Certification packets** are due to the Gen Ed Committee by the end of the spring 2017 semester.
- **Gen Ed Course Certification Open Labs:** Over the next two weeks, Gen Ed Course Certification Open Labs will be held on each campus, at which times Gen Ed CAPs will be available to work with several faculty work groups.
- **Curriculog:** The Gen Ed Committee is working with the CCC to put the Gen Ed Certification process online through Curriculog, an online system that will work with the Gen Ed and CCC processes.
- **A.A. and A.S. Program Gen Ed Credit Exemption Requests:** The Gen Ed Committee has decided to not grant any Gen Ed credit exemptions to the A.A. and A.S. degree programs in an effort to maintain the integrity of the new faculty-voted Gen Ed Program and to carry out the Committee's charge to implement the new Gen Ed Program consistently across disciplines. A.A.S. programs are granted Gen Ed credit exemptions to go down to 18 or 19 Gen Ed credits in order to reflect Maryland law.
- **Global and Cultural Perspectives Designation Courses:** The Gen Ed Committee is creating specific benchmarks for the Global and Cultural Perspectives Designation courses.
- **AAC&U General Education Conference in February 2017:** An MC team of 14 full-time and part-time faculty members are attending the AAC&U General Education & Assessment: Design Thinking for Student Learning Conference in Phoenix, Feb. 23-25.

On-Going Business:

- **Gen Ed Program CAR Report:** The Gen Ed CAR report has been drafted and submitted to an external peer reviewer, Lee Knepfelkamp, a consultant with AAC&U, for analysis and feedback. One of the prime focus points of the CAR is Gen Ed Program assessment.
- **MC General Education Conference:** Registration opens next week, through ELITE, for the March 22nd MC General Education Conference, which will be held from 9-3:30 at the Germantown campus. The keynote speaker and luncheon speaker will focus on how to design Gen Ed assignments and signature assignments, offering theory as well as practical examples. Dr. Rai encourages faculty attendance and has approved the use of alternate assignments for the classes held that day. Professional development will be provided, and all attendees will receive a book related to the conference topics.

Old Business:

- **Course Certification Reviews:**

- At its 12/9 and 1/27 meetings, the Gen Ed Committee reviewed several English literature courses, Women's Studies 101, American Sign Language courses, French courses, and many History Gen Ed courses. Most of those courses have undertaken revision in order to meet the Gen Ed requirements, and all of the Gen Ed Committee's recommendations have been supported by Dr. Rai. We continue to require that all Gen Ed courses applying for Gen Ed Certification have their Gen Ed transferability verified by Seth Kamen's Transfer Team.
- All Math Foundation and the rest of the Humanities Distribution Gen Ed courses will be reviewed at our February and early March meetings.

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