

MONTGOMERY COLLEGE GOVERNANCE

Faculty Council

March 2, 2017

12:30–2:30 p.m.

HU 009

Attendees

- Members present: Eric Benjamin, Tracey Smith Bryant, Angela Nissing, Rick Penn, Anthony Solano, Alan Stover, Joe Thompson, Margo Woodward-Barnett, Zenobia Garrison, Ever Grier, Steve Thurston
- Proxies present: Cathy Wilson for Laura Gardner, Patricia Lane for Monica Zhang, Anthony Solano for Sharon Anthony
- Members absent: Jennifer Ausden, Zhou (Jojo) Dong, Sharon Anthony, Page Whittenburg, Tracie Witte
- Guests: Dr. Kimberly Kelley, Sokol Mato and Gale Erskine, Dr. Sanjay Rai and Dr. Monica Brown

Call to Order

Chair Rick Penn called the regular meeting to order at 12:37 p.m. The agenda was approved by unanimous consent.

Constituent Concerns/Open Comments

Patricia Lane asked about the process for student's lodging complaints about a faculty member. Angela Nissing shared her department protocol and said that most complaints were resolved at the department level.

Rick Penn mentioned that the development of a student complaint portal is in the works and will be discussed in greater detail at an upcoming meeting.

Approval of Minutes

Minutes from the February 16, 2017, meeting were approved as written by unanimous consent.

New Business

Faculty/Staff Dining Room Usage

Dr. Kimberly Kelley solicited feedback about a proposed change to the use of the faculty/staff lounge at the Rockville campus, due to its perceived under-utilization. Many ideas were generated to explore ways to expand its function, promote quiet activity and usage, and provide access for student programming.

Rick Penn mentioned the importance of continuing the conversation at the Rockville Campus Council and Faculty Senate.

Dr. Kelley will listen to all constituency groups before making a decision.

Course Material Affordability

Sokol Mato and Gale Erskine shared information about key course material components that support student success - affordable, accessible, effective. Sokol Mato emphasized the importance of early textbook adoption to ensure: higher buy back ratios for students, broader rental and digital offerings for greater up front cost savings to students, sufficient time to rectify issues that delay successful on time course material delivery. He also highlighted the price matching policy to provide the best price for students. The textbook adoption deadlines for summer and fall are March 31st and April 15th respectively.

Follow up on Germantown Faculty Senate Concerns

Rick Penn informed Council that Margaret Latimer and her team are looking to adopt a 1-2-1 framework for scheduling (e.g. for every two sections of a course offered at Rockville, one section at both Germantown

and Takoma Park campuses will be added and not cancelled) to secure more even disbursement of section offerings across all the College, and minimize students being forced to register outside their home campus. Eric Benjamin asked if this formula also applied to distance courses. Rick Penn will clarify and follow up.

Rick Penn did not have an update regarding class expectations and activities when the College is closed due to inclement weather, but solicited a recommendation. The Council felt that there should not be a formal mandate for all faculty to follow, and that faculty should be allowed to use professional judgement to meet the needs of their course – no matter the class format.

Eric Benjamin suggested that faculty include an inclement weather class cancellation and activity policy in their syllabus to eliminate confusion for students.

Update of Academic Affairs & Student Affairs SWOT by Senior Vice Presidents Dr. Sanjay Rai & Dr. Monica Brown

Dr. Monica Brown & Dr. Sanjay Rai provided highlights to the SWOT analysis of Student Affairs and Academic Affairs that was reported to the Board of Trustees. The report analyzed the strengths, weaknesses, opportunities, and threats pertaining to each of their areas via four lenses: resources, infrastructure, market competitiveness, and organizational effectiveness.

As a follow up to these reports, the Board has requested each area to prepare a retention action plan. Prepared by senior management, this report will be completed this spring and implemented in the fall.

Chair's Report

Rick Penn noted the following items:

- A discussion about some faculty feeling pressure from a Chair and/or Dean to utilize OERs, occurred at the last Academic Affairs meeting. Dr. Rai emphasized that no faculty member should be forced to use OER's if they choose not to.
 - Alan Stover asked who should have the ultimate authority to make decisions about what the resources and books used. Joe Thompson said this decision should be faculty driven but chairpersons have the prerogative to make book choices for part time faculty. Rick Penn added some departments are being influenced by their Dean to adopt common textbooks for particular courses. Angela Nissing shared an example of how her discipline developed common selection criteria to create uniformity and flexibility in textbook types across all three campuses.
- The College is looking to implement a new L course designation to distinguish courses with low cost books/materials. No specific monetary value to quantify "low cost" has been decided. This will be used in tandem with the current Z course (zero cost) designator.
- Student Council presented three proposals to College Council for approval involving faculty: having syllabi available and posted by the time students register, student evaluations be weighted as 60% of the faculty evaluations, and a compassion policy surrounding class absences.
 - The 60% weighting of student evaluations was withdrawn after the faculty evaluation process was explained.
 - The recommendation that Dr. Pollard look into a standardized policy on makeup exams, and the feasibility of requiring syllabi to be made available prior to registration passed 9-3 and 11-1 respectively.
- Middle States listening tours are convening during March & April. Eric Benjamin emphasized the need to register for the session ahead of the date, as they will be cancelled if there is

insufficient registration. Additionally, participants must read the chapter of the workgroup prior to attending.

Committee Reports

Academic Regulations

Tracie Witte submitted a report. It is attached to the minutes.

Curriculum Committee

Anthony Solano submitted a report. It is attached to the minutes. He also noted that there are two open seats on Curriculum – member at large and a representative from the ABEESS area.

General Education Committee

The General Education Committee did not meet, due to attendance at an AAC&U General Education Conference. No report was provided.

Campus Faculty Senates

- Rockville – Steve Thurston: Provided a verbal report pertaining to the guest speaker presentation, by Prof. Aggie Harrell.
- Germantown: No report provided.
- Takoma Park/Silver Spring: No report provided; the next meeting is scheduled for March 7.

Faculty Issues Committee

No report.

Announcements/Adjournment

Joe Thompson made a motion to adjourn; the motion was seconded and passed unanimously.

Meeting adjourned at 2:47 p.m.

Zenobia Garrison
Faculty Council Secretary

**Academic Regulations and Standards Committee Report
Update to Faculty Council, 2/16/2017**

The Committee on Academic Regulations and Standards met, as scheduled, on Friday, February 10. Please find the committee's continuing and new business below:

New Business

- **53001CP**

o Dean membership

- According to 53001CP, section II.B.2, the committee should include two Instructional Deans and one Student Affairs Dean. Last semester the committee became aware that, because of some change of dean representation, there were two Student Affairs Deans and one Instructional Dean. The committee discussed the possibility of changing the make-up of the Dean membership in the procedure. A final decision was made by the committee to keep the dean membership as is listed in the college procedure.

- The committee is currently in search of two Instructional Deans for the committee. The Dean Convener has been made aware of this need and has put out a call to the Deans for participation in the committee.

o Staff support

- The committee no longer has a support staff member to help with minutes, meeting space, meeting preparation, and other ways a support staff member helps to ensure adequate preparation for an efficient meeting. Carolyn Terry is aware of this and trying to rectify the situation but, in the meantime, the committee will be lacking the support it should be getting per 53001CP.

- Section II.F. of 53001CP, the section dealing with staff support for the committee, was discussed. The committee will follow up on ensuring that this section of the procedure is up-to-date.

o Process to change a regulation

- The committee is working to reflect 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.

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.

- **Academic Appeals (AR 9.9)**
 - o The committee was given an update about the work being done by the Academic Appeals Workgroup. The Academic Appeals workgroup is finalizing a new form for academic appeals and has a near final draft of guidelines that will be shared across all of the Appeals committees in order to ensure consistency in weighing appeals decisions.
 - o The group is also in the process of revising the academic regulations dealing with academic appeals and will send a proposal to the Academic Regulations committee by the middle of this semester. The group has also been discussing the Appeals Committees' membership structure and whether it would make sense for Academic Appeals to be standing committees of Academic Regulations so that the consistency that is being created through this work will persist.

- **Academic Regulations Re-organization**
 - o The committee currently has a nearly finalized draft of new organizational structure of the Academic Regulations. The committee is still in the process of gathering feedback from other groups.
 - o A final draft should be ready for a vote by March.

- **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.

Respectfully submitted by,

*Dr. Tracie Witte
Chair, Academic Regulations and
Standards Committee*

Collegewide Curriculum Committee Report

Update to Faculty Council, 2/16/17

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 February 3rd:

Consent Calendar

Area of Concentration Conversions from Tracks (OCs)

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

Administrative Changes

- Pending

Program Foundation & Requirement Changes

- Biotechnology AAS *Proposal Passed*
- Emergency Preparedness Management AAS *Proposal Passed*
- Exercise Science AA *Proposal Passed*

Program Creation Proposals

- Data Science Stand Alone Certificate *Proposal Passed*

Course Creation Proposals

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

Course Revision Proposals

- CMSC 100 Fundamentals of Programming *Proposal Passed*

Next Meeting is 2/17/17:

Administrative Changes

- Pending

Consent Calendar

- AOCs
 - Engineering, AS
 - Fire Protection
 - General Engineering
 - Materials Science and Engineering
 - Mechanical
 - Nuclear
 - Science, AS
 - Physics
 - Diagnostic Medical Sonography AAS
 - Echocardiography AOC
 - General AOC
 - Vascular AOC
 -
 - Hospitality Management AAS
 - Food and Beverage AOC
 - Supervision/Management AOC
 - TVRA 101 Video Editing for Broadcast (deletion)

Collegewide Curriculum Committee Report

Program Foundation & Requirement Changes

- Broadcast Media AAS
 - Radio track
 - Television track
- Graphic Design AAS
 - Graphic Design track
 - Illustration track
- Landscape AAS
- Nursing AS

Course Creation Proposals

- TVRA 100 Introduction to New Media (creation)
- TVRA 210 Audio Documentary (creation)
- TVRA 236 Video Production Portfolio (creation)

Course Revision Proposals

- TVRA 140 Video Editing (revision)
- TVRA 280 Special Broadcast Media Production Assignments (revision)

Program Revision Proposals

- Audio Production Cert (formerly Radio Production)
- Broadcast Journalism Cert
- Digital Media Production Cert
- Video Production Cert (formerly Television Production)

Respectfully submitted,

Anthony Solano

Chair, Collegewide Curriculum Committee

General Education Committee

Update to Faculty Council, 2/16/2017

New Business:

- **Global and Cultural Perspectives Designation Courses:** The Gen Ed Committee is drafting specific benchmarks for the Global and Cultural Perspectives Designation courses, a subset of courses within the Gen Ed course list. We are currently considering the following benchmarks for courses seeking Global & Cultural Perspectives Designation:

- Reference to the global and cultural perspective in the course description.
- Alignment of course outcomes to 3 of the following categories (as outlined in the AAC&U Global Learning Values Rubric):
 - Global Self-Awareness –understanding the interrelationships among the self, local and global communities, and the natural and physical world
 - Perspective Taking – learning from perspectives and experiences different from one’s own
 - Cultural Diversity –recognizing the origins and influences of one’s own cultural heritage along with its limitations as well as fostering respect for cultural diversity
 - Personal and Social Responsibility – recognizing one’s responsibilities to society as well as developing a perspective on ethical and power relations across the globe
 - Global Systems –recognizing complex and overlapping worldwide systems
 - Knowledge Application – understanding the interrelationships between contemporary and past challenges facing cultures, societies, and the natural world
- At least one major graded assignment or 2-3 smaller assignments that reflect the above categories
- Explanation of how the department will ensure all sections of the course will meet these requirements

At its next meeting, on March 10th, the GESC will evaluate, discuss, possibly edit, and vote on a set of benchmarks to be recommended to Dr. Rai.

- **AAS Gen Ed Requests:** The GESC has recommended that Dr. Rai approve four AAS program requests to make minor adjustments to their Gen Ed credit requirements, allowing for a 4-credit MATF course (instead of a 3-credit MATF course) by decreasing the required Gen Ed elective credit count from a minimum of 4 to 3. The overall total of Gen Ed credits would remain the same in these degree programs, but the 4-credit MATF would then be possible.

- **Curriculog:** In an effort to put the Gen Ed Certification process online through Curriculog, a new online system that will work with both the Gen Ed and CCC processes, the GESC has formed a work group to streamline the existing Gen Ed Course Certification form. This new software will allow the Gen Ed certification process to dovetail with the CCC processes for increased convenience, accuracy, and record-keeping. The target release date is fall 2017.

- **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, next week,

Feb. 23-25. This includes seven GESC members. Therefore, the GESC's Feb. 24th meeting will be cancelled. A notification will be sent to the college community.

- **March 22nd MC General Education Conference:** To help faculty better understand the principles and features of Gen Ed courses and to design effective and engaging Gen Ed assignments, the GESC will present a full-day Gen Ed conference on Wednesday, March 22nd, from 8:30-3:30 in BE151-152 on the Germantown campus. All faculty, full-time and part-time, are encouraged to attend, and Dr. Rai supports the use of alternate assignments for any classes missed that day. Professional development credit will be offered for this event, and the day will feature the following:
 - Key-note speaker Paul Hanstedt on how to design Gen Ed assignments, particularly signature assignments
 - A luncheon speaker David Hubert, on how to measure student learning of Gen Ed skills and competencies
 - Practical break-out sessions to review Gen Ed assignments and to address realistic concerns facing MC Gen Ed courses (ranging from transferability to how to incorporate Gen Ed skills in tightly scheduled courses)
 - A free book for each attendee on Gen Ed topics
- **Nominations for new GESC Co-Chair:** The GESC is currently asking its members to consider taking on the role of co-chair to replace the outgoing co-chair, Sharon Anthony, for the next academic year, AY17-18. Current GESC members will be provided a job description in March.

Course Certification Reviews/On-Going 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.
- At its 2/10 meeting, the Gen Ed Committee reviewed several HUMD and all MATF Gen Ed courses' certification packets. Most of those courses are undertaking revisions in order to meet the Gen Ed requirements.
- The remaining Humanities Distribution Gen Ed courses will be reviewed in early March, and the Gen Ed Committee will begin to review Behavioral & Social Sciences Distribution and Natural Sciences (lab and non-lab) Distribution courses' Gen Ed Course Certification packets starting on March 10th.

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