MC GOVERNANCE

Montgomery College
Faculty Council Meeting #8
Minutes
Thursday, February 21, 2019
12:45 – 2:45 PM
SC 152

Attendees

Members Presents: Dan Santore, Shweta Sen, Tammy Peery, Chris Cocozzella, Joe Thompson, Anthony Solano, Alan Stover, Tendai Johnson, Keith Martin, Comfort Mingot, Sharon Piper, and Michael LeBlanc

Members Absent: Jona Colson, Alice Wang, Katie Mount, and Erica Hepworth, Erin Marcinek

Proxy: Virginia Miller (for Sirisha Kolluru)

Guests: Nadine Porter

Administrative Liaison: Sharon Fechter

Governance Liaison: Brad Pabian

Call to Order, Review agenda

Dan Santore called the meeting to order at 12:50pm and the agenda was approved as amended. The meeting was recorded for internal use.

Open Comment Time

- Faculty are confused about photos and office hours being required/optional for the website
- There are concerns about how frequently dept. pages are updated. Asks Tendai as chair representative to bring them to the chairs.
- There are concerns that posting office hours on the web will allow people to know where you are at a certain time – this is a safety issue.
- Tammy clarifies that photo, office hours, bio are optional

Approval of Minutes

The minutes will be approved next meeting.

Presenter- Kevin Long
- Quality, affordability, diversity of food available
- Coke vs Pepsi at Pollard town hall
- Most feedback initially came from students – they feel like quality and accessibility has decreased.
- Contract with Compass USA (Chartwells) goes through June 2020.
  - Doing outreach to food management services community to do outreach about MC – we've had trouble attracting other vendors
  - Looked at a site that does surveying of college dining options, including UMD to see who students thought had the best dining services. Then looked at the services and vendors of those groups. Cold called vendors to let them know we'd be looking in the future and wanted to learn more about food management so that we can put a robust RFP out for a competitive public process, including minority and women owned companies
  - Benchmarking – visited HCC, PGCC, Allegheny CC, T. Rowe Price, who serves USG. Issued a public RFI asking about FMS space and trends. Held session in October where 5 vendors came and talked with us.
  - Bid issues: cost, diversity of food, facilities and need for modernization and renovation at all campuses and figuring out how we pay for that. Looking at potential new partners' ability to finance the renovation we need. Significant gap between where we are _1970-1980 model of cafeteria) with where we need to be – creating learning environments within the food spaces on the campuses.
  - Looking at technology – how we do website, how we order food, how we pay for food. A core group cross campuses and divisions is working on that RFP
  - Goes beyond cafeteria and dining spaces, including how could a FMS firm help us with our hospitality program? Can they provide internships for students? How does it interact with our MBI Starbucks program? Do we want nationally branded restaurants on campus or not? Need to do a robust assessment of each campus and our needs, for example, TP/SS has better facilities than Germantown. How will this intersect with Facilities Master Plan?
  - Vending is also part of this contract decision. Should vending be a separate contract?
  - What is our feedback – do you use the dining facilities? How can we better make additional spaces on the campus learning spaces? How would we use a cafeteria/dining space for student educational needs?
- Faculty Council gave feedback during the meeting.

Chair Report- Dan Santore and Shweta Sen
- Aside from course cancellations are there other topics? Sabbatical is an additional one – things we might make recommendations about?
  - Inconsistencies in chair nomination and selection processes across the college – is this something we can raise? (yes, if and when these occur – we took it up last academic year) How much transparency in different departments is happening? Do faculty vote, does the dean consider the vote, does the dean simply make a decision. Joe clarifies – it is the dean's decision. It's explicitly not a vote. The process seems reasonable last time we looked, but is it followed.
  - Follow up meeting with the bookstore people? Concern – they didn't have the book I needed and only had 3 days to redevelop course materials – became a Z course overnight. In arts areas, very advanced submission of materials is

provided for the following semester, but the orders aren't made until the last minute. We need our list of materials by end of September for the following semester, but the order isn't put in until 2 weeks until the new semester, then they discover the vendor is out of the materials. Tendai has been told that there is a lack of storage space. Is this a question of course enrollment building? Students buy from other sources because they are too expensive. Are the bookstores even relevant to have anymore? Students with Financial Aid vouchers can only use them in the bookstore – we need to provide access for these students. Invite Matthew Sokol back.

- o Drop for nonpayment, On time registration – combine with course cancellations to make program enrollment decisions difficult
    - Chairs met with registrars and financial aid looking into different solutions, particularly looking at the week before classes. Wednesday midnight drop for non payment. Deans will cancel classes for low enrollment on Thursday, but this doesn't allow time to get dropped students back. They were positive about these ideas – look at other possible models – how can we drop for nonpayment that gives a break in between so that it's not happening every week. Can we make the process easier for students who are dropped for nonpayment- rather than needing signatures from every course – is there another process that is easier? Maybe have a last day of payment 2 weeks before start of semester. After that you are dropped & must arrange payment at the time of enrollment.
- o Governance nominations have begun – started on the 19th – go through the 28th. Brad – these will actually open tomorrow or Monday. Probably open through Friday next week. Acceptance of nominations until between March 4-22nd. Follow up email will be sent. Elections between 3/27 – 4/9.

Committee Appointments

- Curriculum appointments:
    - Unanimous approval to reappoint Alla Web and the Rose Aehle as CAPs
    - Sharon Piper moves to nominate Carol Holness for at large. Harry Singelton as representing Dr. Kelley's area. Seconded by Joe Thompson. Unanimously approved.
- Academic Regs: Seeking immediate member and 3 for next year.
    - Anthony Solano nominates Joe Thompson for committee for next year, seconded by Dan Santore. Unanimously approved.
- MCOFA Committee
    - Abdulai Barrie, Joanne Carl, Tracie Babb, Shelly Bennett, Patty Gorski, nominated and approved, on the condition that none are writing letters of support for current nominees. Anthony makes the motion, Dan seconds, unanimous approval.

Discussion of Course Cancellations

- Who do we need to talk to? Sometimes this is made by chairs, others by deans, but the 85% is dictated by Dr. Rai. Is there equality or inequality across disciplines in terms of allowing smaller courses to run based on discipline support. Are there differences between how deans are making decisions about cancellations? Can we ask for a statement of process? Is discipline wide or department specific a better way to go?
- Need to look at timing of cancellations as well.

- What research/evidence do we need to provide?
    - How do we know that a student who is taking a course at RV is moving all of their courses to RV rather than taking courses at both campuses.
    - Compared to the bad old days, we had 138 CRNs run with less than 10 students
    - Can we get more information about what's happening in G & TP/SS in comparison to RV?
    - Does a campus that needs to grow need to have a lower percentage?
    - What programs are based at each campus – when you don't have programs based on your campus, it affects those that will stay local.
    - Need information about what courses were historically offered at Germantown and TP/SS and are no longer offered.
- Between now and March 7, send Dan and Shweta ideas that need to be considered for this discussion so that we can narrow this discussion down.
- 85% is a nationwide trend – to keep spending within acceptable ranges.
- CCC and Gen Ed committee reports have been posted in writing.

Announcements/Adjournment
The meeting adjourned at 2:50PM.
Submitted by Tammy Peery

Collegewide Curriculum Committee Report

Update to Faculty Council, 2/21/19

- Developing a list of courses (Shelving List) 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.

- Working on updating the CCC Manual to include updates to General Education process, use of Curriculog and not CurricuNET or paper based process.

Committee met on February 1st

Editorial Changes/Changes made to correct Errors
- None

Consent Calendar
- None

Course Creation Proposals

- **JAPN 101 - Elementary Japanese I**
  - New course

- Same curriculum as JAPN 099 but renamed JAPN 101; JAPN 099 will be deleted unless WDCE holds a class for conversational classes
- Recommended that class be allowed to apply for Gen Ed status immediately (waive 1 year offering and running requirement before applying for Gen Ed) due to a long-running similar course
- Effective Fall 2019 *Proposal Passed*

- **JAPN 102 - Elementary Japanese II**
  - New course o Effective Fall 2019 *Proposal Passed*

- **HLTH 298 - Global Health Capstone**
  - New course o Effective Fall 2019

  Proposal Passed

Course Deletion Proposals
☐None

Course Revision Proposals
☐ **CMSC 110 - Computer Concepts** o Course revision o Reorganize course description and outcomes o Add ELAI 990 as an assessment level o Effective Fall 2019 *Proposal Passed*

Program Revision Proposals
☐ **Community Health Area of Concentration, Arts and Sciences AA: 186A**
  - o HLTH 298 capstone will replace a 3-credit elective in fourth semester o Effective fall 2019 *Proposal Passed*

Old Business

Final Language for the Collegewide Curriculum Committee (CCC) Manual Regarding New Course Proposals

Transferability of a New Course

For proposed new courses, based on recommendations from the SVPAA, the curriculum committee requires the following transferability for a course to move forward in the curriculum process:

- The course has direct course equivalency at two or more of the top ten four-year transfer destinations. (Note that the MC course prefix and number do not have to be the same as the course prefix and number at the receiving school, but the proposer must provide the receiving school's course prefix, number and title that is the direct equivalency.) ☐ That equivalency must be at the 100- or 200-level

Should a proposed course not meet these requirements, the proposer would be required to meet with a group of three representatives – one representing the curriculum committee, one representing transfer, and one representing the Senior Vice President of Academic Affairs.

The proposer would need to state how their course meets one of the following:

- The course is being developed as a direct equivalency to a 100- or 200-level major requirement at a top ten four-year transfer destination.

- The MC discipline does not exist at more than one of the top ten four-year transfer destinations.

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Collegewide Curriculum Committee Report

- The course content responds to an innovative, emerging career area directly related to current or future industry requirements or topics.

- The course directly supports the academic relevancy of the curricula of an existing Montgomery College discipline, Associates degree, Certificate, or Letter of Recognition at Montgomery College.

Based on recommendations from the representatives of the Collegewide Curriculum Committee, transfer specialist and representative from the Senior Vice President of Academic Affairs, the proposer may decide to move the proposal forward to the curriculum committee for action. *The Senior Vice President of Academic Affairs has final authority over the approval of all new course proposals recommended by the Collegewide Curriculum Committee.*

Top Ten Transfer Destinations for MC Students (updated Fall 2019)
University of Maryland – College Park
University of Maryland – University College
University of Maryland – Baltimore County
Towson University
Salisbury University
University of Baltimore
University of Maryland – Eastern Shore
Howard University
Bowie State University
Frostburg University

Next Meeting is 2/15/19:

Committee meeting on February 15th *CANCELLED DUE TO LACK OF PROPOSALS*

Next Meeting is 3/1/19:

Respectfully submitted,
Anthony Solano
Chair, Collegewide Curriculum Committee

Membership:
- New Counseling Faculty representative, Mark Levine, Germantown, and new MATH representative Luc Desir, Rockville, were approved by Faculty Council on 2/7/19 as voting members of the committee.

On-Going Business:

- **Course Recertification:**
  - ○ ASLP 121 submitted their certification form to reinstate the course's Gen Ed status. The recertification was approved unanimously by the committee pending minor edits and has been sent to the SVPP's office for final approval. The course will need to go through curriculum to be included in the Fall 2019 catalog as a Gen Ed course.
  - ○ JAPN101 has submitted their certification forms and will be reviewed by the committee at the 2/22 meeting.

- **Course Recertification versus Certification:**

  - ○ New courses can begin the certification process any time
  - ○ Courses not currently listed as Gen Ed in the online catalog are Certifying. This is also true of courses that were Gen Ed in the past but are not currently listed in the catalog – these are certifying and will not be grandfathered.
  - ○ Courses that are Certifying must also complete the full Curriculum process (this can be done concurrently) to initiate the necessary catalog change. Note this is not consent calendar but full review.
  - ○ Updates to Gen Ed status will only be made in the catalog once per year: prior to the beginning of Fall registration (which begins in April).
  - ○ If courses are currently not on the gen ed list and are able to have the completed proposal reviewed at our February 22 Gen Ed meeting (must have been reviewed and approved by Gen Ed CAP by Feb 15) as well as be on the March 1 CCC agenda for curriculum changes, they will make the Fall 2019 catalog.
  - ○ Any courses that have not completed the process by 2/22 and 3/1 will be looking at Gen Ed status in the catalog for Fall 2020.

- **Gen Ed Appeal Form/Process**
  - ○ The committee revised and unanimously approved an updated version of the standard General Education appeals form and process. In addition, the committee chairs have shared the updated form with department/program chairs at the February 11th chairs meeting and will receive feedback regarding the form and process. The deadline for

feedback and changes by the department/program chairs is February 25th. Input from Counseling will be sought at their March 8 meeting.

- **Spring Metacognition Conference**
    - o The committee is still planning a ½ day conference. The tentative date will be Thursday, April 11 with speaker Randall Bass – further details will be forthcoming.
- **Gen ED DSS Appeal process**
    - o A standardized list of math course substitutions are being reviewed by Math Department chairs to streamline the process for math disability related appeals. DSS counselors are working on updating language in Academic Regulations regarding DSS appeals process. Following is the current language.

    ARTICLE 2 – ACADEMIC PROGRAMS

    2.4 – General Education Requirements

    D. Completion through Substitutions for Students without Disability Substitutions for specific general education course requirements **will be permitted in accordance with the approval of the General Education Standing Committee, through the established process of appeal to that committee.** Students requesting non-disability-based substitutions of general education courses will use the general education appeal procedures information sheet and form, which may be obtained by contacting any campus counseling office.

    E. Completion through Substitutions for Students with Disability Substitutions in keeping with established Disability Support Services procedures governing requests for general education course substitutions from students with documented disabilities **will be permitted in accordance with the approval of the General Education Standing Committee, through the established process of appeal to that Committee.** Procedures may be obtained by contacting the campus personnel who handle disability support services.

- **Workgroups**
    - o Work groups are developing a plan for improving the Gen Ed Website and beginning to work on Intro to Gen Ed and professional development materials.

Respectfully submitted,
Tammy Peery and Cinder Cooper Barnes
Co-Chairs, General Education Standing Committee

GENERAL EDUCATION STANDING
COMMITTEE MEMBERS
For Academic Year 2018-19

Area Represented	Name	Department/Campus	Voting/Resource
English Foundation	Tammy Peery **(Co-Chair)**	English/G	Voting
Math Foundation	Luc Desir*	Math/R	Voting
Health Institutional Requirement	Kimberly Yost	Health/R	Voting
Communication Institutional Requirement	Anestine Theophile-LaFond	Communications/R	Voting
Arts Distribution	Peter Zakutansky	Theater/R	Voting
Humanities Distribution	Cinder Cooper **(Co-Chair)**	English/TP/SS	Voting
Behavioral and Social Sciences Distribution	Melissa McCeney **(Gen Ed CAP)**	Psychology/G	Voting
Natural Sciences Distribution	Jim Smith	Biology/G	Voting
General Studies	Samantha Veneruso	English/G	Voting
Career Curricula	Sharon Piper*	Nursing/TP/SS	Voting
Counseling/Advising	Mark Levine*	Counseling/G	Voting
Curriculum Committee	Anthony Solano	Counseling/Advising/ G	Resource
ELITE	Angela Lanier	ELITE/R	Resource
Integrative Studies	Sara Ducey	Paul Peck Humanities Institute/R	Resource
Libraries	Jenny Hatleberg	Libraries/TP/SS	Resource
Outcomes Assessment	Cassandra Jones	College-wide Assessment	Resource

Updated 11/15/18   **** These members are new to GESC****.