

# MC GOVERNANCE

## Montgomery College Faculty Council Meeting #9 Minutes

Thursday, March 7, 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, Jona Colson, Alice Wang, Erin Marcinek, Katie Mount, and Erica Hepworth

*Members Absent:* Michael LeBlanc

*Proxy:* Rebecca Miller (for Sirisha Kolluru)

*Guests:* Emily Rosado

### *Administrative*

*Liaison:* Sharon Fechter

### *Governance*

*Liaison:* Brad Pabian

### **Call to Order, Review agenda**

Dan Santore called the meeting to order at 12:47pm and the agenda was approved as amended. The meeting was recorded for internal use.

### **Open Comment Time**

None

### **Approval of Minutes**

The minutes will be approved next meeting.

### **PACEI Faculty Issues Committee- Emily Rosado & Brad Pabian**

Representatives of (President's Advisory Committee on Equity and Inclusion).

\* Faculty Teaching and Curriculum subcommittee – sunsets in June – goal is to create an equity and inclusion master plan that will be integrated with AMP and STAMP. They are seeking input on their draft recommendations (on the handout). After these have been finalized by the committee, they will be moved forward to SALT for final approval.

o FC comments and questions:

- I like the statements and including full and part time faculty review. I like asking students if they feel they are treated with respect.

o Can you comment on the Equity and Inclusion survey released this week? How do those results connect with this work? What will your committee do to address inequities between full-time and part time faculty?

- o Rosado and Pabian note that this would fall under the HR, Recruiting and Succession Planning Subcommittee. The Faculty Teaching and Curriculum subcommittee did review the comments on the survey and agrees that they were concerning the next full committee meets on March 20, and they will all be meeting and discussing the equity and inclusion survey. FC asks if they can return and report back on the results of that conversation? Rosado and Pabian say yes.
- Hearing about this on the heels of the equity and diversity survey feels a little raw.
- Do we know if the BOT is receiving the results of this survey?
  - o Rosado and Pabian believe that Sharon Bland would know – they'll ask her.

\*Strength in Diversity statement FC feedback:

- final line – the current climate puts more responsibility on the faculty than it does on the student by saying “I can make arrangements for you” can this be rephrased to emphasize personal accountability for the students? Perhaps just end at “please let me know” or “please come talk to me.” Another suggestion is to eliminate the final sentence about religious events since it’s really encompassed in the rest of the statement. Religious exemptions are also included in the common link as well. Do we really need to include it separately?
- Suggestion for first sentence: simply say “student learning needs be addressed” without including the “both in and out of class” statement. Or say “both in class and during office hours.”
- The intention is to include this diversity statement directly in the syllabus, not just as part of the common links that students can access electronically. Important to make that clear to faculty when you roll this out.
- Change language in the first line that says “it is my intent” to be “It is our intent” or “Montgomery College’s intent” to reflect that this is the College’s intention, not just the individual faculty member’s
- Will this statement be a required statement or will individuals be able to modify it? Most of us agree that it shouldn’t be modify-able.
- Be sure to keep it short and clear – students already don’t read the syllabus
- FC suggests other places to get feedback on this document would be to distribute it to Department Chairs and ask them to distribute it to their faculty. We suggest offering this same presentation for the chairs.
- Might want to assume that some faculty are going to see this statement as an overlap with things they’re already making explicit. How much is duplicative of something individuals already have in their syllabi?

\*Possible changes to Faculty Evaluation Form:

- Evaluation question about respect – how will you measure this or quantify this? Will you spell out what “inclusive teaching practices” are and what “treating students with respect” means – how they’re defined matters. One student’s “inclusion” may be offensive to another student. Rosado clarifies that the respect question is already on the evaluation – they’re looking to modify it.
- Should this really be 2 different questions – one on respect and one on diversity?
- Is there any data that shows that students feel they’re not treated with respect? Can we have that data to specifically address it rather than making general statements?
  - Pabian’s subcommittee is looking into doing a student climate and culture survey so that we can get their input.
- If we want people to really practice this, we need to teach faculty how to do differently, otherwise this is just words on paper. How will we really support this?
  - Did do a Pizza for your thoughts session with students about how they feel about equity and diversity – can get you the results
  - Did a Facebook live session with Impact MC group – many feel that they are not welcomed in their classrooms.
  - We do already have a number of workshops on inclusive practices and culturally responsive teaching.
  - People feel like they won’t take workshops when their supervisors don’t actually support those principles, either through their own behavior or encouraging people to take them.
  - One of the biggest things this committee will be doing is a PR campaign about what is already happening
    - FC notes that this information needs to be communicated better.

\*Equity Summit on April 30

\*Faculty Council chairs request that Rosado and Pabian keep them apprised of roll out for FC.

\*When asked if the draft documents can be shared more widely, Rosado notes that they would like to make changes to the draft prior to it being distributed widely.

### **Sabbatical leave- Shweta Sen**

- Dr. Rai asked us to look into the process for sabbatical. Sen got help from HR during the process and from the Sabbatical committee in late January. Has 2 recommendations for improvement in terms of the timeline:
  - Process initiated in September, faculty formally submit applications in November. The Committee met January 18 and provided feedback, but significant revisions were asked for by January 30 – this turn-around time is very short given the length of time between the initiation of the process and the review.
  - For the application to be submitted, it is recommended that faculty go to an HR workshop. However, the nature of the feedback from the HR training was very different from the academic feedback provided by the committee.
    - FC Recommends that HR include 1 or 2 faculty representatives as part of or to supplement the HR workshop.
  - Previously FC recommended that sabbatical leave be brought to Academic Affairs rather than HR. College Council denied this request because it would move the decision to Academic Affairs when counselors report to Student Affairs
    - Can we make a recommendation that it goes to both AA and SA, just like MCOFA, rank advancement, etc.?
    - Alice Wang (current chair of sabbatical) notes that moving the process out of HR would move a lot of administrative work to the faculty and would make it very difficult to run the process. HR provides continuity. She also provides further clarification of the current process:
      - There is a charge meeting in December. The second meeting is the Friday of professional week, where they sort into red, green, and yellow. Yellows are sent back for revisions with suggestions. This year there were two votes again on the yellows. In mid-March

Sanjay Rai wants to review these and send out notices. There is an internal deadline of February 1 for the HR processes.

- Wang recommends that we write the members of the committee and ask them what concerns they have about the process and what they would recommend
- FC members note that the feedback about HR running the workshops without the faculty committee has been provided for the past 5 years and no changes have been made.
- Final decisions are made by Dr. Rai based on the recommendation of the committee.
- Further Faculty Council discussion on the topic:
  - Faculty Council should contact the Sabbatical Committee and discuss recommendations. FC appoints the members of the sabbatical committee; should we require more of people who submit their names? The process is well codified, but the implementation depends upon the implementation of the committee. We should still make the suggestion that Dr. Brown be involved in making final decisions about sabbatical for counselors – She may already be involved, so can we clarify/confirm that she is involved. Anyone who is denied should get real feedback that is kind and constructive.
  - If there is a specific number of sabbaticals available, we should work with faculty to improve their proposals so that all of them are awarded.
  - In terms of timeline, should the charge meeting for the committee be moved earlier?
  - Can the workshop/training part be offered online for those who can't attend the face to face? Should committee members be required to participate in the training? Review of the evaluation rubric during the workshop with both faculty and HR is key.
  - If there are 12 sabbaticals possible and only 9 are funded, what happens to the left-over funding? Should these be held to the standard of a competitive grant, or should we always grant all 12.
- The Council agrees to draft a resolution on Sabbatical Concerns to present to College Council. Shweta Sen will draft the resolution and send to the group via email for feedback.

### **Committee Appointments**

- Academic Regs Committee Nominees for next academic year:
  - Diego Hernandez, ELAP, TP/SS
  - Ingrid Brown-Scott, Math, RV

Tammy Peery makes a motion to approve appointment of both. Unanimously approved.

### **Course Cancellations Recommendations**

- FC recommendations on Course cancellations.
  - Recommend changing the last recommendation to “study be undertaken to ascertain any unequal or unfair impact of course cancellation procedures on particular disciplines, campuses and student populations.
  - We don't have enough late starting classes to advertise like we do.
  - We advertise an 18:1 student faculty ratio on the electronic signboards at all campuses, which is below 85%, yet our classes are full.
  - English has a seat utilization rate of 95% - which is too high.
  - We want data on how many students are dropped and unable to reregister and also who attempt to register but are unsuccessful
  - Can we investigate the possibility of pre-hiring part time faculty for courses on a “standby” basis so that they have time to prep courses, and are paid to prep the courses even if the course doesn't go or is never added? This might create a problem for ESH limits that would need to be explored.
  - We agree to not move these forward to College Council until after we hear from Margaret Latimer and John Hamman at our next meeting.

### **Committee Reports/Updates:**

- Academic Regs – have met with chairs about academic appeals. We're now looking at credit by proficiency exams. The nature of grades and credits could change – FC should be hearing from

Kim Kelley soon. This has been in the works for over a year and they are now ready to start that conversation. This affects all faculty beyond regs and is part of the credit for prior learning initiative. Also includes discussion of badging and other proficiencies like honors or language proficiency. April 18 is when Kim Kelley will come to FC.

- CCC – report submitted as written. At the next FC meeting, Anthony will ask for the rest of the members that need to be replaced. We need faculty from applied technologies.
- Gen Ed Committee – we have closed the applications for new courses for Fall 2019. There will be 3 new changes for the Fall 19 catalog: WMST moving to BSSD, ASLP 121 approved for BSSD, and JAPN waiting for Dr. Rai's signature to be approved for HUMD. Planning a mini-conference April 11 in the afternoon with Randy Bass of Georgetown as the speaker. We're tentatively planning on breakouts for counselors & program advisors, chairs & coordinators, & the general population.

### **Announcements/Adjournment**

The meeting adjourned at 2:45PM.

Submitted by Tammy Peery

Update to the Faculty Council  
March 7, 2019

**On-Going Business:**

- **Course Recertification:**
  - ASLP 121 .was approved by Dr. Rai for inclusion as a BSSD course effective Fall 2019
  - JAPN101 has been approved as a HUMD course by the General Education Committee and has been forwarded to Dr. Rai for his signature.
  
- **Course Recertification versus Certification:**
  - Proposals for the Fall 2019/Spring 2020 catalog year have closed. Proposals reviewed and approved between now and February of 2020 will be included in the Fall 2020/Spring 2021 catalog.
  - 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).
  
- **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 11<sup>th</sup> chairs meeting. Input from Counseling will be sought at their March 8 meeting.
  
- **Spring Metacognition Conference**
  - 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.
  
- **Workgroups**
  - The Gen Ed Website subcommittee has drafted a new internal website for faculty & staff use that will go live by the end of March. They continue to work on the revisions to the external site, which will have a student audience.
  - The professional development subcommittee is working on a “Gen Ed pathway” workshop series through ELITE
  - A group of Gen Ed, CCC, CAR, and OA representatives met on 3/6 to begin discussions of aligning assessment processes and cycles.

*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 <b>(Co-Chair)</b>	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 <b>(Co-Chair)</b>	English/TP/SS	Voting
Behavioral and Social Sciences Distribution	Melissa McCeney <b>(Gen Ed CAP)</b>	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.*

## Collegewide Curriculum Committee Report

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**Update to Faculty Council, 3/7/19**

- 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.

- Continue to work on updating the CCC Manual to include updates to General Education process, use of Curriculog and not CurricuNET or paper based process.
- **Discussions continue to examine academic integration of Assessment, CARS, and General Education and the role of the Collegewide Curriculum Committee.**
- **Discussions also continue to examine the changes to the curriculum and the impact that has on the graduation audit (CAPP) with the focus of identifying and assisting students whose CAPP does not run correctly due to errors or wrong catalog year.**

**Committee met on March 1<sup>st</sup>**

**Approval of Agenda- *Agenda approved***

**Approval of Meeting Minutes (2/1/19)- *Minutes approved***

**Open Comments**

None

**Editorial Changes/Changes made to correct Errors**

- CMSC 207: Introduction to Discrete Structures (course editorial, spring 2019): Prerequisite of a grade C or higher in MATH 182
- Nursing AS: 570 (program editorial, spring 2019): SOCY 214 removed as an option for BSSD as SOCY 214 was removed from the Gen Ed Program. (Make same change to 400 program)
- Women's Studies Certificate: 251: (program editorial, fall 2019) Corrected advising notes

**Consent Calendar**

- EMGT 103: Emergency Response and Recovery (course admin, spring 2019) Add credit by exam
- LGST 101: Introduction to the Legal System (course admin, fall 2019) Campus designator to all for online

- LGST 106: Legal Ethics (course admin, fall 2019)  
Campus designator to all for online
- LGST 210: Torts (course admin, fall 2019)  
Campus designator to all for online
- LGST 211: Maryland Contract Law (course admin, fall 2019)  
Campus designator to all for online
- LGST 216: Real Property (course admin, fall 2019)  
Campus designator to all for online
- LGST 218: Civil Litigation (course admin, fall 2019)  
Campus designator to all for online
- LGST 220: Wills and Estate Administration in Maryland (course admin, fall 2019)  
Campus designator to all for online
- LGST 225: Courtroom Technology (course admin, fall 2019)  
Campus designator to R only
- CMAP 245: Advanced Database Applications (course deletion, fall 2019)  
Change title to CMAP 242
- PHOT 150: Photography I (course deletion, fall 2019)
- PHOT 260: Black-and-White Materials and Processes (course deletion, fall 2019)
- Advanced Interior Design Certificate: 224 (program deletion, fall 2019)  
Merge with interior design cert
- Carpentry Certificate: 179A (program deletion, fall 2019)  
Merge into new building trades cert
- Electrical Wiring Certificate: 245 (program deletion, fall 2019)  
Merge into new building trades cert
- HVAC Certificate: 244 (program deletion, fall 2019)  
Merge into new building trades cert
- Photographic Techniques Certificate: 194 (program deletion, fall 2019)
- Photoshop Letter of Recognition: 824 (program deletion, fall 2019)
- Residential Remodeling and Repair Certificate: 236A (program deletion, fall 2019) Merge  
into new building trades cert

***No Objections to Consent Calendar Items***

# Collegewide Curriculum Committee Report

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## Course Creation Proposals

- POLI 201: Fundamentals of Public Policy** (Fall 2019)
  - New course for transfer to UMCP as a 200-level course
  - Make ENGL 101/101A a prerequisite

*Proposal Passed*

## Course Deletion Proposals

- CMAP 242: Introduction to Database Applications** (Fall 2019)
  - Combining materials with CMAP 245: Advanced Database Applications

*Proposal Passed*

- PHOT 150: Photography I** (Fall 2019)
  - Combining materials with CMAP 245: Advanced Database Applications

*Proposal Passed*

- PHOT 260: Black-and-White Materials and Processes** (Fall 2019)
  - Combining materials with CMAP 245: Advanced Database Applications

*Proposal Passed*

## Course Revision Proposals

- ASLP 121: Introduction to the Deaf Community and Culture** (Fall 2019)
  - Change Gen Ed status to BSSD, GEEL, [M].

*Proposal Passed*

- BIOL 222: Principles of Genetics** (Fall 2019)
  - Add CHEM 131 as a prerequisite

*Proposal Passed*

- CHEM 109L: Chemistry and Society Laboratory** (Fall 2019)
  - Change outcomes

*Proposal Passed*

- CHEM 132: Principles of Chemistry II** (Fall 2019)
  - Change outcomes

*Proposal Passed*
  
- CHEM 135: General Chemistry for Engineers** (Fall 2019)
  - Change outcomes

*Proposal Passed*
  
- CHEM 150: Essentials of Organic and Biochemistry** (Fall 2019)
  - Change outcomes

*Proposal Passed*
  
- CHEM 203: Organic Chemistry I** (Fall 2019)
  - Change course description
  - Change outcomes

*Proposal Passed with edits*
  
- CHEM 204: Organic Chemistry II** (Fall 2019)
  - Change course description
  - Change outcomes

*Proposal Passed with edits*
  
- CHEM 272: Bioanalytical Laboratory** (Fall 2019)
  - Change outcomes

*Proposal Passed with edits*
  
- CMAP 245: Advanced Database Applications** (Fall 2019)
  - Change title to CMAP 245: Database Applications
  - Change descriptions

*Proposal Passed*
  
- CMSC 140: Introduction to Programming** (Fall 2019)
  - Add ELAI 990 as assessment
  - Add a sentence to course description: For students with no prior technical background highly recommended to take CMSC 110.

*Proposal Passed*

# Collegewide Curriculum Committee Report

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- NWIT 130: Network Cabling Technology** (Fall 2019)
  - Change title to Intro to Cyber Ops

*Proposal Passed*
  
- PHOT 201: Photography II** (Fall 2019)
  - Remove PHOT 150 prerequisite
  - Update course description, review outcomes, Campus designator to R only

*Proposal Passed*
  
- PHOT 210: Photojournalism** (Fall 2019)
  - Remove PHOT 150 prerequisite

*Proposal Passed*
  
- PHOT 251: Portrait and Fashion Photography** (Fall 2019)
  - Remove PHOT 150 prerequisite

*Proposal Passed*
  
- PHOT 265 - Color Materials and Processes** (Fall 2019)
  - Title Change
  - Title is too long for Banner, corrected title: Adv b&w and color imaging

*Proposal Passed with edits*
  
- TVRA 236: Video Production Portfolio** (Fall 2019)
  - Remove TVRA 129 prerequisite (hidden)

*Proposal Passed*

## Program Revision Proposals

- Biological Science Area of Concentration, Science AS: 412F** (Fall 2019)
  - Add CHEM 131 as a prerequisite

*Proposal Passed*

- Cybersecurity AAS: 356A** (Fall 2019)
  - Add Advising Notes
  - Replace NWIT 203 with NWIT 230

*Proposal Passed*

- Paralegal Studies AAS: 341** (Fall 2019)
  - Change Outcomes and Description

*Proposal Passed*

- Civil Engineering Area of Concentration, Engineering Science AS: 407** (Fall 2019)
  - Remove PHYS 263 as AOC requirement; it will be a program elective
  - Program electives: BIOL 105 and 106, BIOL 150 and 151 or PHYS 263

*Proposal Passed with edits*

- General Engineering Area of Concentration, Engineering Science AS: 410** (Fall 2019)
  - Add DATA discipline to the list of program electives
  - Add MGMT discipline to the list of program electives (to accommodate Hillman Scholars program)

*Proposal Passed*

- Physics Area of Concentration, Science AS: 412C** (Fall 2019)
  - Remove CHEM 131/132 as NSLD
  - Remove PHYS 262/263 as AOC
  - Add PHYS 262/263 as NSLD
  - Remove ENES 206 as AOC
  - Total of Nine elective AOC credits
  - Add DATA to the list of Program Electives

*Proposal Passed with edits*

- General Studies AA: Studies in Science, Technology, Engineering, and Mathematics Area of Concentration (STEM Core): 611B** (Fall 2019)
  - Add NWIT courses to count as options towards the 15 STEM core program

*Proposal Passed with one abstention*

# Collegewide Curriculum Committee Report

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## Certificate Revision Proposals

**Database Systems Certificate: 238** (Fall 2019)

- Remove CMAP 106 and CMAP 242
- Rename CMAP 245: Database Applications
- Update CMAP 242 course name
- Decreased credits 26 to 20

*Proposal Passed with edits*

**Paralegal Studies Certificate: 156** (Fall 2019)

- Remove ENGL 101 and POLI 101
- Add LGST 106, LGST 122, and LGST 260
- Changing Description
- Requires BOT resolution and MHEC Approval

*Proposal Passed with edits*

**Electronic Photography Certificate: 193** (Fall 2019)

- Remove PHOT 150

*Proposal Passed*

**Photography Master Certificate: 196** (Fall 2019)

- Remove PHOT 150
- Add PHOT 269 with a note: PHOT 269 can be taken multiple times up to 3 credits
- Change Advising Notes: Choice of electives should be approved by a photography advisor

*Proposal Passed with edits*

**Portrait, Fashion, and Photojournalism Certificate : 172** (Fall 2019)

- Remove PHOT 150
- Update Outcomes

*Proposal Passed*

**Interior Design Certificate: 226A** (Fall 2019)

- Delete Advanced Interior Design Cert 224 and merge with Introductory Interior Design Cert 226
- 30 to 21 credits
- New certificate title: Interior Design: 226A
- Requires BOT resolution and MHEC Approval

*Proposal Passed*

## Certificate Creation Proposals

- Building Trades Technologies** (Fall 2019)
  - Combining four existing certificates into one new certificate: Carpentry 179A, Electrical Wiring: 245, HVAC: 244, and Residential Remodeling and Repair: 236A
  - Requires BOT resolution and MHEC Approval

***Proposal Passed***

### Old Business

- None**

**Next Meeting is 4/5/19:**

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