

**Montgomery College**  
**Faculty Council Meeting Minutes**

Thursday, April 16, 2020

12:45 – 2:45 PM

Zoom Meeting

**Attendees**

*Present:* Michael Leblanc, Tim Kirkner, Erica Hepworth, Erin Marcinek, Rebecca Thomas, Norma Winffel, Anthony Solano, Kimberly Yost, Sharon Piper, Comfort Mingot, Alan Stover, John Quah, Joe Thompson, Katie Mount, Sonja Fisher, Belle Sheibner, Keith Martin

*Guests:* Sharon Bland, Melissa Pace, Pete Vidal, Marcus Rosano, Yvette Taylor

*Liaison:* Clevette Ridguard

**Call to Order**

The meeting was called to order at 12:45pm by the chair.

**Approval of Agenda/Minutes**

The agenda and the minutes were approved as written. The meeting was recorded for internal use.

**Chair's Report**

The chairs provided the following information:

- Attended the College Council meeting on Tuesday, 4/14
  - Explained policy 11006
  - Talked about foundation funds and how it helped a lot of students
- Academic Advisory Council meeting
  - Brought up questions about teaching schedule for summer, but didn't get answers.
    - Will bring it up at meeting with Dr. Sanjay Rai and Carolyn Terry

**Constituent Concerns**

- Question – Anything information about summer schedule?
  - For Summer session II, we're still hoping to meet face-to-face, but if not then remotely.
- Question – For faculty taking blackboard essential course in July, can they teach Summer II?
  - Not allowed to teach Summer I
- Question – Is training require by state as credential or just the school?
  - The chair asked in meeting with Michael Mills, and was told it can't be streamlined.
- A council member expressed that there is a difference between distance learning and remote learning. Is that being communicated to faculty? Do people understand the difference?
  - Distance learning – don't need to meet live
  - Remote learning – meet live at certain points, which should to be listed on the schedule
  - The chair expressed that the decision about Summer II will be made as early as possible. At that time, there will need to be a lot preparation.

- A council member expressed that people who teach Summer I probably do understand, but not sure about others.
- A council member suggested the chair to ask at the meeting with Dr. Rai.

### **Arranging for photography and video classrooms – Melissa Pace, Pete Vidal, and Marcus Rosano**

- Need to connect with faculty
- Need to figure out a streamline process to get into classroom
- Is there a good process to be included into a pool of faculty who would welcome Pete and Melissa into class?
  - 10-15 faculty members
  - 4 steps – sign up, schedule it, permission from faculty, and permission from students
  - Pool of willing professors and students who are diverse in age, race, etc.
  - Privacy issues
- A council member suggested that it was best to contact department chairs.
  - Need a variety of people and situations
  - Had gone and was referred to people who weren't responsive
- A council member suggested to have a write up of this with the 4 steps and send out to college community.
  - The chair suggested to send out through faculty council email.
    - Also have a request from Francine – put them together and send together
- Question – Can people take pictures themselves?
  - Yes, please send them to us.
- MCstrong – students, staff, and faculty stories
  - <https://www.montgomerycollege.edu/offices/advancement-and-community-engagement/mctv/featured-series/mcstrong.html>

### **Equity and Inclusion Roadmap; Search Advocates – Sharon Bland**

- Search Advocate Program
  - Idea started last summer and some people were sent to get trained
  - Diversity, equity, and inclusion in the College's workforce is an essential component of academic and career success for our students.
  - Question – Is the data on total applicants or ones who got through 1<sup>st</sup> round?
    - Total before HR review
    - It's a good idea to ask HR how the data look like after screening.
    - Might be missing people who are qualified but filtered out
  - Please type questions in the chat. Will take the question back and update PowerPoint.
  - A council member suggested that we also have to consider the number of positions opened and which position each applicant applied for.
  - Should know the factors that lead to people being filtered
- Purpose of Search Advocacy
  - To enhance the equity, validity, and inclusion in the institution's hiring process
  - Neutral body not decision maker
- Role of Search Advocate

- Embedded in searches to protect the integrity of the process and to ensure that recruitment process is inclusive
- Advisory
- What's next?
  - Implement a search advocate program
  - Large-scale organizational education and training for potential search committee advocates
- Still in the progress of collecting data
- Question – How would we correct the imbalance with so few hires each year?
  - Small number of hires won't be able to do anything for diversity
  - It will take a long time for the changes
- Will have people trained
- If there are any more questions, please send email to Sharon Bland.
- PACEI wrapped up work in December
  - Book format of roadmap – not expected to be finalized until the end of June

### Committee Reports

- Curriculum Committee Report was reported Anthony Solano.
  - Need 2 people – one vacancy for health, communication studies, and health science and one vacancy for any faculty
    - Nominate Amanda Lebleu
      - Vote – unanimous approval
    - Nominate Mike Clark
      - Vote – unanimous approval
    - Anthony will contact the people selected
  - Recommended changes to the collegewide curriculum committee membership
    - Question – serve same types of terms as faculty?
      - Need to be confirmed by Faculty Council
      - A council member recommended to keep one-year terms.
    - Vote to approve with amendments
      - Vote – unanimous approval
      - Will forward to Dr. Rai
  - Upcoming proposal – change in catalogue
    - Moving math and English up is moving forward
    - Move up to first 18 credits
    - Question – is that related to Fields of Study?
      - No
- Academic Regulations Committee Report was reported by Norma Winffel.
  - Withdrawal unrelated to COVID-19 – 4/19 or 4/20
    - Try to give students incentive to continue
  - Might be a financial refund
    - Decision that financial aid will make to see if they qualify
    - Tell students to contact financial aid
  - Best assessor would be the professor

- Will send email with more information
- General Education Standing Committee Report was reported by Kimberly Yost.
  - Reinstating members
  - Question – Why do we have a faculty member sitting on two committees?
    - Tuere Marshall is in both Curriculum Committee and General Education Standing Committee
    - If there are other people who want to step forward, should give them a chance.
  - Vote to confirm everyone expect Tuere Marshall
    - Vote – unanimous approval
    - Find out if she has a preference on which committee she wants to sit on
      - Question – Is she an active member in the committees?
        - Yes, she involved.
  - Have potential co-chair and caps
  - Council members expressed concern and confusion regarding Fields of Study.

The chair motioned to go over 10 minutes.

- Vote – unanimous approval

#### **Faculty Council Officers for next year; goals and constituent concern reports**

- Will vote for new officers at next meeting
  - Need to have new members present
- If both chairs need to attend all meetings – doesn't help with sharing workload
  - ESH and time issue
  - Commuting
- Single chair model?
  - Consult Dr. Ridguard – there's a process
  - A lot of work for 1 person
- 3 ESH per co-chair per semester
- Co or single chair depending on workload, or 3 ESH
- Try to get more ESH first before stepping down

#### **New Business**

No new business was presented.

#### **Adjourned**

The meeting was adjourned at 3:12pm.