

MONTGOMERY COLLEGE GOVERNANCE  
**Faculty Council**  
September 21, 2023

**Attendees**

- **Members present:** Anestine Theophile-LaFond, Alla Webb, Carole Wollin, Thomas Chen, Kimberly Driver, Linda Robinson, Harry Singleton, Carolyn Terry, Colleen King, Brenda Knopp, Diego Hernandez, Kateema Lee, Dana Baker, Wallace, Brandon, Teri Hurst
- **Proxies present:** n/a
- **Constituents present:** n/a
- **Invited guests:** Carla Ammerman
- **Council Liaison:** Terry, Carolyn
- **Governance Director:** Ridguard, Clevette

**Call to Order**

The regular meeting was called to order at 12:00 pm by Anestine Theophile-LaFond, co-chair. There was a quorum to conduct governance business.

**Approval of the Agenda / Minutes**

The agenda for today's meeting was approved as written. Minutes from May 04, 2023 were accepted with corrections. This meeting was recorded for internal use only.

**Constituent Concerns**

At this time, guests were invited to speak.

- Dana Baker shared four concerns brought during the summer:
  - a. AI and Chat GPT: What does the college want to do in terms of dictating if use of the Chat GPT being considered as a plagiarism. It is moved to Regs.
  - b. Needed to be more committee membership rotation. Many committees at the college are run by people who are on the committees for decades. This concern was sent to the SVPAA. We might need to wait until after a new SVPAA is announced.
  - c. Brought to Faculty Council by the current faculty member at the time, who was about to retire. She was asked to come back in the fall and teach during the fall semester. The hiring process included a retiree to reapply and provide two recent degree transcripts. It was sent to HR. Transcript is no longer required, but they do need to go through the hiring process.
  - d. Fiscal report came out and included the policy for the department chairs use of their leave the same way as staff members. It is going to HR.
- Anestine shared one concern brought by a faculty member regarding the use of cameras to record attendance. It will be sent to Dana Baker to be included on the list of the constituents' concerns.
- Kimberly Driver shared a concern regarding the number of meeting hours the department should require faculty to attend during professional week.

- How many hours should departments be required to meet during a professional week?
- Tom Chen: Concern about Workday, specifically the Workday and reimbursement reports and EAP.
- Kimberly Driver:  
Another concern about Workday. HR is working on it. HSA can only get out certain amount by paycheck and dispersed throughout the year. It is very limiting.
- Brandon Wallace  
Concern related to assigning ALT ESH: Transparency around assigning alternate esh and understanding the ground rules around it.

### **Chair's Report :**

The council co-chairs, Anestine Theophile-LaFond and Brenda Knopp, shared a PowerPoint\* for their report. The report included a welcome to new council members, College updates, reminders about upcoming events, and initiatives.

### **Committee Reports \* See Supporting Documents for full reports**

- College-wide Curriculum Committee (CCC):
  - Committee is expecting Curriculum Actions for 2024 catalog. Timeline was shared with faculty council at the end of the spring 2023 and resent at the beginning of the fall 2023.
  - Shelved courses: CAPs are creating proposals to address shelved courses. There are 300 courses on the shelved list. Shelved courses are courses that are not run for three years and scheduled to be deleted from the catalog.
  - Committee is going to address adding outcomes to 12 courses which are missing outcomes.
  - Two vacancies: We have a candidate for one position:
    - Girijadevi (Giri) Mohankumar - senior faculty member in the nursing program.
    - At Large Member - request Faculty Council to notify college about this vacancy.

Anestine asked for motion to approve the appointment of Giri Mohankumar. The Council unanimously voted to accept this motion.

- General Education Standing Committee (GEC): Kimberly Driver
  - Meeting minutes were provided and available on the Gen Ed committee web site
  - Presented three individuals to vote to sit on the committee: Sharon Anthony, ENGL - chair of the English department at GT, Cristin Cash, ARTT - history professor at TPSS and Virginia Miller, NSD - chemistry professor at RV.
  - Kimberly Driver also had a question about membership:  
It was suggested to consider a similar process to the curriculum committee membership, when an individual steps away, a replacement completes the original term and then has the option of starting their own term when that ends.

- Anestine asked for motion to approve Sharon Anthony, ENGL - chair of the English department at Germantown, Cristin Cash, ARTT - history professor at TPSS and Virginia Miller, NSD - chemistry professor at RV. The Council unanimously voted to accept this motion.
- Academic Regulations Committee (Regs) : Diego Hernandez the Chair of Regs motioned to accept the following faculty to serve on Regs: Dr. Jennifer Dobbins.

The faculty council unanimously voted to accept this motion.

### **Campus Reports**

- Germantown Faculty Senate – tabled; the Germantown faculty senate has not been reconvened
- Rockville Faculty Senate – tabled; the Rockville faculty senate has not been reconvened
- TPSS – tabled; the TPSS faculty senate has not been reconvened.

### **Guest:**

- Carolyn Terry presented the work on the “P & P 41002 – Religious Observance”. Draft of this P&P was submitted to Faculty Council a couple of weeks ago. We had P&P section on Religious Accommodations, but we did not have an appeal process. This is what the law is required. Group got together during the summer and using existing processes to develop a draft for students who were not accommodated to provide an appeal process. There is a process to approve changes to P&P. It was posted to the Inside MC. Here is the link to make any comments to the P and P issue: <https://www.montgomerycollege.edu/policies-and-procedures/index.html>
- Carla Ammerman presented about the Faculty Sabbatical committee.

### **Council Business**

Anestine Theophile-LaFond presented the “Faculty Guidelines for use of Artificial Intelligence”.

*\*Any presentations or supporting documents shared at this meeting will be available on the Faculty Council AY 2023-2024 Teams site.*

Meeting adjourned at 2:00 pm

Respectfully submitted by

Alla Webb, Faculty Council Secretary