



BOARD OF TRUSTEES
MONTGOMERY COLLEGE

RECORD OF RESOLUTIONS

Central Services Building • Room CT S109 • 9221 Corporate Blvd, Rockville, MD 20850

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January 27, 2021 6:30 p.m.

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**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 8A
January 27, 2021

PERSONNEL ACTIONS CONFIRMATION REPORT

BACKGROUND

The Board of Trustees by state law has the authority and the responsibility for appointments to the College. Each month the Board receives a summary of personnel actions from the Office of Human Resources and Strategic Talent Management on new hires and employees who have separated from the College.

RECOMMENDATION

It is recommended that the Board adopt the attached report.

BACKUP INFORMATION

Board Resolution
Personnel Actions Confirmation Report
Policy 34001–Changes in Employee Status

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Ms. Leitch Walker

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **21-01-001**
Adopted on: **1/27/2021**

Agenda Item Number: 8A
January 27, 2021

Subject: Personnel Actions Confirmation

WHEREAS, By state law the Board of Trustees has the authority and responsibility for appointments to the College; and

WHEREAS, The attached summary indicates related personnel actions taken by the College during the period November 1, 2020, through November 30, 2020; and

WHEREAS, The president of the College recommends that the Board adopt the following resolution; now therefore, be it

Resolved, That the Board of Trustees accepts the attached reports and confirms the actions of the president.

Attachments

MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From November 1, 2020, through November 30, 2020

STAFF

STAFF EMPLOYMENTS

Effective

Date	Name	Position Title	Grade	Department
11/16/2020	Carter, Toi	Assistant General Counsel	37	General Counsel
11/30/2020	Eozzo, Craig J.	Senior Campaign Director	35	Advancement – Development
11/02/2020	Guetchew, Rebecca	Enroll & Student Access Specialist	23	CW Raptor Central
11/02/2020	Miller, Paul D.	Professional Development Director	33	Distance Learning
11/30/2020	Naughton, Brandy A.	Dir Grants & Sponsored Prog	37	Grants & Business Development

STAFF SEPARATIONS

Effective

Date	Name	Position Title	Grade	YOS	Department
11/30/2020	Payne, Briana S.	Financial Aid Specialist	25	1	Financial Aid

STAFF EMPLOYMENTS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	1	2	0	0	0	0	3
Male	2	0	0	0	0	0	2
TOTAL	3	2	0	0	0	0	5

STAFF SEPARATIONS: Ethnicity and Gender

	White	Black	Hispanic	Asian	American Indian	Haw-PI	TOTAL
Female	0	1	0	0	0	0	1
Male	0	0	0	0	0	0	0
TOTAL	0	1	0	0	0	0	1

**MONTGOMERY COLLEGE
SUMMARY OF PERSONNEL ACTIONS
From November 1, 2020, through November 30, 2020**

FACULTY

FACULTY EMPLOYMENTS: NONE

FACULTY SEPARATIONS: NONE

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Agenda Item Number: 8B
January 27, 2021

**ANNUAL STATUS REPORT OF THE CAPITAL IMPROVEMENT PROJECTS AND
TECHNICAL UPDATE TO THE 2013–2023 FACILITIES MASTER PLAN FOR THE
MARYLAND HIGHER EDUCATION COMMISSION**

BACKGROUND

The Board of Trustees approved and adopted the 2013 to 2023 Collegewide Facilities Master Plan and approved its transmittal on February 1, 2016, under resolution 16-01-003 to the Maryland Higher Education Commission, the Department of Budget and Management, the Department of General Services, and the Department of Planning. On December 12, 2016 the Board approved resolution 16-12-139 which included the acquisition of a building to centralize and consolidate central services in a new location, and, on June 25, 2018, the Board approved resolution 18-06-042, to report on the status of projects in the current Capital Improvements Program. This approval included several deferred maintenance projects deemed eligible for the Facilities Renewal Grant Program signed in to law by the Governor on May 15, 2018.

Montgomery College did not submit an update for fiscal year 2019 because the 2013 to 2023 Facilities Master Plan was still on track.

The Board of Trustees approved and adopted an Annual Status Report of the Capital Improvement Projects and Technical Update to the 2013–2023 Facilities Master Plan on January 29, 2020, under resolution 20-01-009, to report on the status of the projects in the current Capital Improvements Program, updates to deferred maintenance projects, and to include proposed changes to accommodate new programs in partnership with Montgomery County Public Schools.

The approved and adopted plan must be updated annually per COMAR 13B.07.04.02: “Each college shall develop and submit by February 1 of each year a facilities master plan or update to the current facilities master plan which supports the College's role and mission.”

This update to the plan serves a dual purpose. First, it is a report on the status of the projects in the current Capital Improvements Program and second, it includes proposed changes to the Facilities Master Plan.

Status of the Plan Projects includes: (a) Mannakee Building, and the New Student Services Center on the Rockville Campus, (b) Phase 1–Science and Applied Studies Building Renovation and Addition (new name Student Affairs and Science Building) and the New Student Services Center on the Germantown Campus; and (c) the Math and Science Center building on the Takoma Park/Silver Spring Campus (new name Catherine and Isiah Leggett Math and Science Building).

Proposed changes to the Facilities Master Plan include the Rockville Macklin Tower Library Renovation, the Takoma Park/Silver Spring Resource Center Library Renovation, and the

Pinkney Innovation Complex for Science and Technology at Montgomery College.

RECOMMENDATION

It is recommended that the Board of Trustees approve the update to the approved and adopted 2013–2023 Collegewide Facilities Master Plan and approve its transmittal to the Maryland Higher Education Commission, the Department of Budget and Management, the Department of General Services, and the Department of Planning on or before February 1, 2021.

BACKUP INFORMATION

Board Resolution
2013–2023 Collegewide Facilities Master Plan Update

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Mr. Mills

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **21-01-002**
Adopted on: **1/27/2021**

Agenda Item Number: 8B
January 27, 2021

Subject: Annual Status Report of the Capital Improvement Projects and Technical Update to the 2013 to 2023 Facilities Master Plan for the Maryland Higher Education Commission

WHEREAS, In accordance with the Code of Maryland Regulations (COMAR), the Maryland Higher Education Commission requires (COMAR 13B.07.04.02) that each community college prepare a facilities master plan as the foundation of a sound capital budget process for the purpose of establishing a framework for the orderly development of all capital improvements to support the role and mission of the institution, and that institutions regularly review the plans and update them “whenever major changes occur to the role and mission statements, or other plan components which have significant facilities implications”; and

WHEREAS, The update to the plan is a report on the status of the projects in the current Capital Improvements Program, which includes several deferred maintenance projects and introduces proposed changes to accommodate new programs in partnership with Montgomery County Public Schools; and

WHEREAS, On February 1, 2016, under resolution 16-01-003, the Board of Trustees approved and adopted the 2013–2023 Collegewide Facilities Master Plan that has guided the development of the College since that time; and

WHEREAS, On December 12, 2016, under resolution 16-12-139, the Board of Trustees approved and adopted an amendment to the 2013 to 2023 Collegewide Facilities Master Plan to include the acquisition of a building to centralize and consolidate central services in a new location – Central Services; and

WHEREAS, On June 25, 2018, under resolution 18-06-042, the Board of Trustees approved and adopted an Annual Status Report of the Capital Improvement Projects and Technical Update to the 2013-2023 Facilities Master Plan to report on the status of the projects in the current Capital Improvements Program, and to include several deferred maintenance projects so that they may be deemed eligible for the Facilities Renewal Grant Program that was signed into law by the Governor on May 15, 2018; and

WHEREAS, On January 29, 2020, under resolution 20-01-009, the Board of Trustees approved and adopted an Annual Status Report of the Capital Improvement Projects and Technical Update to the 2013–2023 Facilities Master Plan to report on the status of the projects in the current Capital Improvements Program, updates to deferred maintenance projects, and to include proposed changes to accommodate new programs in partnership with Montgomery County Public Schools; and

WHEREAS, The vice president of facilities requests approval of the update to the approved and adopted 2013–2023 Collegewide Facilities Master Plan; and

WHEREAS, The president of the College recommends the following action; now therefore be it

Resolved, That the Board of Trustees approves the update to the approved and adopted 2013–2023 Collegewide Facilities Master Plan; and be it further

Resolved, That the president is authorized to transmit the update to the 2013–2023 Collegewide Facilities Master Plan to the Maryland Higher Education Commission and other State agencies as required.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 8C
January 27, 2021

**NAMING OF THE PROVOST PROFESSOR DR. BOB BROWN AND FAMILY
STEM FOCUS ROOM IN HONOR OF DR. O. ROBERT BROWN JR.**

BACKGROUND

As a former provost of the Takoma Park/Silver Spring Campus and former professor, Dr. Bob Brown taught mathematics at Montgomery College (MC) from 1972 until his retirement in 2008. During his thirty-five-year career at MC, he was more than a witness to enormous change; he directly contributed to it. In January 1975, Dr. Brown became the first faculty member at the Germantown Campus, and in 1977, he became the dean of instruction. Dr. Brown moved to the Takoma Park/Silver Spring Campus in 1982 to become provost, where he spent the next 11 years. During his tenure, the campus became a “minority-majority” campus as a major accomplishment of the times.

Dr. Brown’s commitment to students, especially to undocumented students, has continued many years after his retirement. He has helped fund scholarships for tuition and textbook assistance.

In September 2020, Montgomery College Foundation received a gift commitment of \$50,000 from Dr. Bob Brown. The gift will provide need-based scholarships to undocumented Montgomery College students. This student population often has a larger financial burden than other students and the gift speaks to the social justice and personal commitment Dr. Brown holds.

This is returning to the Board for action as Dr. Brown changed his mind about naming a classroom since the time it was approved by the board earlier this fiscal year. Dr. Brown now feels that the STEM Focus Room is a better reflection of his legacy at the College and more appropriate location for recognition of him and his family.

In recognition of the generous gift made by Dr. Bob Brown, it is proposed that the College name the STEM Focus Room in The Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus as the Provost Professor Dr. Bob Brown and Family STEM Focus Room.

RECOMMENDATION

It is recommended that the Board of Trustees approve the proposed resolution to name the STEM Focus Room in The Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus as the Provost Professor Dr. Bob Brown and Family STEM Focus Room.

BACKUP INFORMATION

Board Resolution
Policy 74001–Naming Campuses, Facilities, Buildings, Rooms, and Institutes

RESPONSIBLE SENIOR ADMINISTRATORS

Dr. Rai
Mr. Sears

RESOURCE PERSON(S)

Dr. Kelley
Ms. Matthews
Mr. Mills
Mr. Saposnik
Ms. Schena
Dr. Stewart

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **21-01-003**

Adopted on: **1/27/2021**

Agenda Item Number: 8C

January 27, 2021

Subject: Naming of the STEM Focus Room in The Catherine and Isiah Leggett Math and Science Building

WHEREAS, Dr. Bob Brown served Montgomery College with distinction and integrity in his 35-year career as a professor, dean and provost; and

WHEREAS, Montgomery College wishes to recognize and honor a transformative donor, Dr. Bob Brown, for his philanthropy, which will directly support undocumented students with financial aid need; and

WHEREAS, Dr. Bob Brown is a philanthropist with a great passion and interest in supporting students to reach their higher educational goals; and

WHEREAS, Montgomery College determines that naming the STEM Focus Room in The Catherine and Isiah Leggett Math and Science Building in recognition of the generosity of Dr. Bob Brown is an appropriate recognition for a leadership gift of this level; and

WHEREAS, The president recommends this action; now therefore be it

Resolved, That the Board of Trustees approves the naming of the STEM Focus Room in The Catherine and Isiah Leggett Math and Science Building on the Takoma Park/Silver Spring Campus as the Provost Professor Dr. Bob Brown and Family STEM Focus Room in recognition of the generous support of the College's mission by Dr. Bob Brown.

**ABOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 9
January 27, 2021

**ESTABLISHMENT OF CONSULTANT CONTRACT LIST FOR
ARCHITECTURAL AND ENGINEERING DESIGN SERVICES
FOR THREE CAMPUSES AND LEASED FACILITIES, BID 620-003**

BACKGROUND

Request:	Establishment of a consultant contract list for the provision of on-call, task-order based collegewide architectural and engineering design services to prepare drawings, specifications, and other associated activities to implement capital projects and correct building and site deficiencies on all three campus, as well as leased facilities.
Office/SVP Originating Request:	The Senior Vice President for Administrative and Fiscal Services and the Vice President of Facilities
Award Type:	Competitive
Bid Number:	e620-003
Explanation of Request:	In December 2014, the Board of Trustees approved a five-year competitive contract award, under resolution 14-12-166, for on-call architectural and engineering consultant services related to the correction of building sites and deficiencies identified in the Facilities Condition Assessment update conducted on all three campuses. Implementing these various projects requires professional architectural and engineering design activities that (a) evaluate conditions, (b) prepare plans and specifications, and (c) provide construction administration and building commissioning services. Due to the ongoing nature of the anticipated design and engineering tasks, and the process required to implement solutions, it has been determined that on-call, task-order based architectural and engineering design services are the most efficient and cost effective method for providing the full range of necessary design services. Although the last on-call architectural and engineering consultant services contract expired on June 30, 2019, services are procured on an as-needed basis.
Reason Being Brought to Board:	Board approval is required for awards valued at \$250,000 and above.

Certification:	The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that expenditures are planned for and available in the FY21 capital budget, subject to County Council and Board of Trustees funding approval
Annual Dollar Amount:	\$4,000,000
Vendor Name/Address:	See Attachment A
Minority Status:	See Attachment A
Term of Contract:	One-year, with four one-year renewals options

RECOMMENDATION

It is recommended that the Board of Trustees approve the establishment of a consultant contract list for architectural and engineering design services for three campuses and leased facilities, to the 37 firms listed in Attachment A, based on their design disciplines, where the College may select a firm to provide professional services, on an as-needed project basis, for a one-year term beginning February 1, 2021, for a not-to-exceed annual aggregate amount of \$4,000,000.

It is further recommended that these services be renewed for four one-year terms, under the same terms and conditions, provided service is satisfactory, funding is available, and renewals are in the best interest of the College. The total five-year not-to-exceed amount is \$20,000,000.

BACKUP INFORMATION

- Board Resolution
- Bid Summary (Board Members Only)
- Bidders List (Board Members Only)

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSONS

- Mr. Mills
- Mr. Johnson

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**

Rockville, Maryland

Resolution Number: **21-01-004**
Adopted on: **1/27/2021**

Agenda Item Number: 9
January 27, 2021

Subject: Establishment of Consultant Contract List for Architectural and Engineering Design Services for Three Campuses and Leased Facilities, Bid 620-003

WHEREAS, The senior vice president for administrative and fiscal services and the vice president of facilities are requesting a consultant contract list for the provision of on-call, task-order based collegewide architectural and engineering design services; and

WHEREAS, This request is to prepare drawings, specifications, and other associated activities to implement capital projects and correct building and site deficiencies on all three campuses, as well as leased facilities; and

WHEREAS, Implementing these various projects requires professional architectural and engineering design activities that (a) evaluate conditions, (b) prepare plans and specifications, and (c) provide construction administration and building commissioning services; and

WHEREAS, In December 2014, the Board of Trustees approved a five-year competitive contract award, under resolution 14-12-166, for on-call architectural and engineering consultant services related to the correction of building sites and deficiencies identified in the Facilities Condition Assessment; and

WHEREAS, Although the current on-call architectural and engineering consultant services contract expired on June 30, 2019, the College procured these services on an as-needed basis; and

WHEREAS, The director of procurement certifies that specifications were developed by appropriate College staff, and the chief business/financial strategy officer certifies that expenditures are planned for and available in the FY21 capita budget, subject to County Council and Board of Trustees funding approval; and

WHEREAS, Pursuant to Md. (Educ.) Code Ann. Sec. 16-311(c), a request for proposal was publicly advertised on March 18, 2020, on the Montgomery College Procurement and the state of Maryland eMaryland Marketplace Advantage websites; and

WHEREAS, 189 firms downloaded the request for bid, and 79 responses were received, read aloud, and recorded, beginning 3:00 p.m. on April 30, 2020; and

WHEREAS, In conformance with the College's selection process, all proposals were rated and ranked in the architectural and engineering discipline categories as outlined in the request for proposal; and

WHEREAS, Based upon the merits of each of the firms to provide these services, it was recommended that the 37 firms listed in Attachment A be awarded and included on the College's consultant contract list for architectural and engineering design services; and

WHEREAS, Awards resulting from competitive sealed bids valued above \$250,000 require Board of Trustees approval; and

WHEREAS, The president of the College recommends the following action; now therefore be it

Resolved, That the Board of Trustees approve the establishment of a consultant contract list for architectural and engineering design services for three campuses, as well as leased facilities, to the 37 firms listed in Attachment A, based on their design disciplines, where the College may select a firm to provide professional services, on an as-needed project basis, for a one-year term beginning February 2021, for a not-to-exceed annual aggregate amount of \$4,000,000; and be it further

Resolved, That the College may negotiate individual on-call, task-order based contracts with the firms listed in Attachment A; and be it further

Resolved, That the establishment of a consultant contract list for architectural and engineering design services for three campuses and leased facilities be renewed for four additional one-year periods under the same terms and conditions, at the sole discretion of the College, provided services are satisfactory, funding is available, and renewals are in the best interest of the College, where the total five-year contract not-to-exceed amount is \$20,000,000; and be it further

Resolved, That the president is authorized to sign the establishment of a consultant contract list for architectural and engineering design services for three campuses and leased facilities, on behalf of the Board of Trustees.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number:10Ai
January 27, 2021

CREATION OF THE MEDIA PRODUCTION CERTIFICATE

BACKGROUND

The *2017-2021 Maryland State Plan for Postsecondary Education* identifies the goals of access, success, and innovation to support student success with less debt. Montgomery College echoes those goals by affirming its *MC2025 Strategic Plan*, specifically Goal III: Fuel the Economy and Drive Economic Mobility, which encourages curriculum alignment to expand economic opportunity for our students and all county residents and businesses. Additionally, Montgomery College's *Academic Master Plan*, Initiative 5, strongly encourages collaborative student pathways to enhance transferability to the Universities at Shady Grove and other four-year institutions.

In support of the above initiatives and to remain relevant in the 21st century, the College is prepared to offer the new media production certificate. This certificate is designed to provide students with the skills necessary for various careers in the media content creation industry or for transfer to another institution. This concentrated approach provides training for first-time employment or for professional development, and students in the program will gain hands-on experience using industry standard hardware and software at a basic level. Earned credits can be applied towards the media production associate of arts (pending approval), which transfers to the University of Maryland. This new media production certificate provides an alternative program to the broadcast journalism certificate and digital media production certificate and it adds a certificate option for film students where none previously existed. The broadcast journalism certificate and digital media production certificate will be suspended for three years effective fall 2021—the same effective date as the new media production certificate.

The new media production certificate supports Montgomery College's mission to empower our students to change their lives, to enrich the life of the community, and to hold ourselves accountable. Media production students are empowered by developing competencies in the technical skills required in the media production industry, strong communication skills and strategies, critical thinking, creative problem solving, and discipline. Students are further empowered by learning to be imaginative and innovative artists who develop competencies in a range of media content production techniques that lead to transfer opportunities or professional employment. Furthermore, the high-quality content created by students—including informational segments, programs, and podcasts—enriches the life of our community by providing programming for the College television and radio stations and reliable, skilled employees for local and regional businesses. Finally, the media production program holds itself accountable through curriculum and workforce alignment, program assessment, student awards screenings, and feedback from our partners at MCTV, the local media outlets, professional media organizations and four-year programs in the University System of Maryland.

The media production certificate reduces time to completion and provides our students with targeted skills and a stackable credential. The program exposes students to important

coursework in media content creation, and access to program coursework is available through in-person and online course offerings. Student success is enhanced through the availability of open educational resources, z-course options, on-campus career recruitment events, community partnerships to encourage internship opportunities, and individual advising for students. The attainment of content production skills is demonstrated in a digital portfolio designed to support transfer application or a job search.

The creation of the media production certificate will be implemented and strengthened with existing institutional resources from the digital media production certificate and the broadcast journalism certificate. After program implementation, the digital media production certificate and broadcast journalism certificate will be suspended up to three years before finally being deleted. During the suspension period, the department will actively encourage students to change their major to the new media production certificate or media production associate of arts. Outstanding faculty, state-of-the-art facilities, equipment, and library resources are already in place as the courses are currently being offered.

RECOMMENDATION

It is recommended that the Board of Trustees approve the creation of the media production certificate and that the president be authorized to submit a new program proposal for approval to the Maryland Higher Education Commission.

BACK-UP INFORMATION

Media Production Certificate Curriculum
Section 13B.02.03.03 Higher Education Article of Code of Maryland Regulations (COMAR)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Kelley
Dr. Trezza

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **21-01-005**
Adopted on: **1/27/2021**

Agenda Item Number: 10Ai
January 27, 2021

Subject: Creation of the Media Production Certificate

WHEREAS, The 2017–2021 Maryland State Plan for Postsecondary Education identifies the goals of access, success, and innovation to support student success with less debt; and

WHEREAS, Montgomery College echoes those goals by affirming its MC2025 Strategic Plan, specifically Goal III: Fuel the Economy and Drive Economic Mobility, which encourages curriculum alignment to expand economic opportunity for our students and all county residents and businesses; and

WHEREAS, Montgomery College’s Academic Master Plan, Initiative 5, strongly encourages collaborative student pathways to enhance transferability to the Universities at Shady Grove and other four-year institutions; and

WHEREAS, Montgomery College is prepared to offer the media production certificate in support of the above initiatives; and

WHEREAS, The media production certificate provides students with the skills necessary for various careers in the media content creation industry or for transfer to another institution; and

WHEREAS, This concentrated approach provides training for first-time employment or for professional development, and students in this program will gain hands-on experience using industry standard hardware and software at a basic level; and

WHEREAS, Earned credits can be applied towards the media production associate of arts (pending approval), which transfers to the University of Maryland; and

WHEREAS, The media production certificate supports Montgomery College’s mission to empower our students to change their lives, to enrich the life of the community, and to hold ourselves accountable by empowering students to develop competencies in a range of media content production techniques that lead to transfer opportunities or professional employment; providing reliable, skilled employees for local and regional businesses; and supporting these actions through curriculum, program assessment, and feedback from our community workforce partners; and

WHEREAS, Access to program coursework is available through in-person and online course offerings, and student success is enhanced through the availability of open educational resources, z-course options, on-campus career recruitment events, community partnerships to encourage internship opportunities, and individual advising for students; and

WHEREAS, The creation of the media production certificate will be implemented and strengthened with existing institutional resources from the digital media certificate and the

broadcast journalism certificate; outstanding faculty, state-of-the-art facilities, equipment, and library resources are already in place as the courses are currently being offered; and

WHEREAS, After program implementation, the digital media and broadcast journalism certificates will be suspended up to three years before finally being deleted, and the department will actively encourage currently enrolled students to change their major to the new media production certificate or the new media production associate of arts; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve creation of the new media production certificate; and be it further

Resolved, That an application for approval of the media production certificate be forwarded to the Maryland Higher Education Commission.

Media Production Certificate: 260

This certificate is designed to provide students with the skills necessary for various careers in the media content creation industry, or for transfer to another institution. This concentrated approach will provide training for first time employment or for professional development. Students in this program will gain hands-on experience using industry standard hardware and software at a basic level, and then focus their studies through upper level elective courses.

Program Requirements:

Course Designator	Title	Credits
TVRA 120	Video Production I	4
TVRA 125	Audio Production Techniques	4
TVRA 140 or TVRA 100	Video Editing or Introduction to New Media †	3
Program Elective	Program Elective ††	2-3
Program Elective	Program Elective ††	3-4
	Total Credits	16

† Required course for concentration in radio only

†† Program Electives include: TVRA 210, **TRVA 220**, **TVRA 227**, **TVRA 230**, TVRA 234, TVRA 236 OR TVRA 260, **TVRA 239**, TVRA 275, TVRA 280, **FILM 210**, **FILM 220**, FILM 230, FILM 240. The courses that are bolded are more likely to transfer.

Program Outcomes:

Outcome	Upon completion of this program a student will be able to:
1	Successfully record video and audio in studio and on location with various professional cameras, microphones, lights and recording devices.
2	Produce and edit segments and programs of various lengths, both in studio and on location, for the media production industry, social media and the Internet.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 10Aii
January 27, 2021

CREATION OF THE MEDIA PRODUCTION ASSOCIATE OF ARTS

BACKGROUND

The *2017-2021 Maryland State Plan for Postsecondary Education* identifies the goals of access, success, and innovation to support student success with less debt. Montgomery College echoes those goals by affirming its *MC2025 Strategic Plan*, specifically Goal III: Fuel the Economy and Drive Economic Mobility, which encourages curriculum alignment to expand economic opportunity for our students and all county residents and businesses. Additionally, Montgomery College's *Academic Master Plan*, Initiative 5, strongly encourages collaborative student pathways to enhance transferability to the Universities at Shady Grove and other four-year institutions.

In support of the above strategic plans and to remain relevant in the 21st century, the College is prepared to offer the new media production associate of arts. The curriculum provides a fundamental course of study and training in basic skills for students who plan to continue study at a four-year institution; enter a professional video, audio, or filmmaking training program; or seek professional employment in television, radio, film, or video/audio production for internet streaming. The new media production associate of arts provides an alternative program to the radio associate of applied science and television associate of applied science and it adds a baccalaureate pathway for film students where none previously existed. The radio and television associate of applied science programs will be suspended for three years effective fall 2021—the same effective date as the new media production associate of arts.

The new media production associate of arts supports Montgomery College's mission to empower our students to change their lives, to enrich the life of the community, and to hold ourselves accountable. Media production students are empowered by developing competencies in the liberal arts, including critical thinking, strong communication skills and strategies, technical skills, creative problem solving, and discipline. Students are further empowered by learning to be imaginative and innovative artists who develop competencies in a range of media content production techniques that lead to transfer opportunities or professional employment. Furthermore, the high-quality content created by students—including informational segments, programs, and podcasts—enriches the life of our community by providing programming for the College television and radio stations and reliable, skilled employees for local and regional businesses. Finally, the media production program holds itself accountable through curriculum and workforce alignment, program assessment, student awards screenings, and feedback from our partners at MCTV, the local media outlets, professional media organizations, and four-year programs in the University System of Maryland.

The media production associate of arts increases transferability, reduces time to completion, and provides our students flexibility to specialize within their chosen program. The program exposes students to important coursework in media content creation while incorporating key General Education courses needed for transfer to the University of Maryland. Access to program

coursework is available through in-person and online course offerings. Student success is enhanced through the availability of open educational resources, z-course options, on-campus career recruitment events, community partnerships to encourage internship opportunities, and individual advising for students. The attainment of content production skills is demonstrated in a digital portfolio designed to support transfer application or a job search.

The creation of the media production associate of arts will be implemented with existing institutional resources that support the radio associate of applied science and television associate of applied science. After program implementation, the radio and television programs will be suspended up to three years before finally being deleted. During the suspension period, the department will actively encourage currently enrolled students to either complete the program or change their major to the new media production associate of arts. Outstanding faculty, state-of-the-art facilities, equipment, and library resources are already in place as the courses are currently being offered in the radio and television programs.

RECOMMENDATION

It is recommended that the Board of Trustees approve the creation of the media production associate of arts and that the president be authorized to submit a new program proposal for approval to the Maryland Higher Education Commission.

BACK-UP INFORMATION

Media Production Associate of Arts Curriculum
Section 13B.02.03.03 Higher Education Article of Code of Maryland Regulations (COMAR)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Kelley
Dr. Trezza

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **21-01-006**
Adopted on: **1/27/2021**

Agenda Item Number:10Aii
January 27, 2021

Subject: Creation of the Media Production Associate of Arts

WHEREAS, The *2017-2021 Maryland State Plan* for Postsecondary Education identifies the goals of access, success, and innovation to support student success with less debt; and

WHEREAS, Montgomery College echoes those goals by affirming its *MC2025 Strategic Plan*, specifically Goal III: Fuel the Economy and Drive Economic Mobility, which encourages curriculum alignment to expand economic opportunity for our students and all county residents and businesses; and

WHEREAS, Montgomery College's *Academic Master Plan*, Initiative 5, strongly encourages collaborative student pathways to enhance transferability to the Universities at Shady Grove and other four-year institutions; and

WHEREAS, Montgomery College is prepared to offer the media production associate of arts program in support of the above strategic plans; and

WHEREAS, The curriculum provides a fundamental course of study and training in basic skills for students who plan to continue study at a four-year institution; enter a professional video, audio, or filmmaking training program; or seek professional employment in television, radio, film, or video/audio production for internet streaming; and

WHEREAS, The media production associate of arts supports Montgomery College's mission to empower our students to change their lives, to enrich the life of the community, and to hold ourselves accountable by contributing informational segments, programs, and podcasts to the College television and radio stations; providing reliable, skilled employees for local and regional businesses; and supporting these actions through curriculum, program assessment, and feedback from our community workforce partners; and

WHEREAS, The media production associate of arts increases transferability, reduces time to completion, and provides our students flexibility within their chosen program by exposing students to important coursework in media content creation while incorporating key General Education courses needed for transfer to the University of Maryland; and

WHEREAS, Access to program coursework is available through in-person and online course offerings; student success is enhanced through the availability of open educational resources, z-course options, on-campus career recruitment events, community partnerships to encourage internship opportunities, and individual advising for students; and

WHEREAS, The creation of the media production associate of arts will be implemented with existing institutional resources from the radio associate of applied science and television associate of applied science; outstanding faculty, state-of-the-art facilities, equipment, and library

resources are already in place as the courses are currently being offered in the radio and television programs; and

WHEREAS, After program implementation, the radio and television programs will be suspended up to three years before finally being deleted and the department will actively encourage radio and television students to complete the program or change their major to the new media production associate of arts; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve creation of the new media production associate of arts program; and be it further

Resolved, That an application for approval of the media production associate of arts program be forwarded to the Maryland Higher Education Commission.

Media Production Associate of Arts: 614

The media production curriculum, including video, film and audio, is planned to provide a fundamental course of study and training in basic skills for students who plan to continue study at a four-year institution, expect to enter a professional training program in the media production industry, or wish to seek professional employment in broadcast media, commercial, industrial, interactive, or educational production and distribution. Students develop technical skills, writing skills, aesthetic values, and professional attitudes, supported by highly committed faculty with practical experience in the field of production. The attainment of content production skills is demonstrated in a digital portfolio designed to support transfer application or a job search.

Completion of all curriculum requirements will lead to the award of the associate of arts (AA). All students should meet with an academic advisor in the Media Arts & Technologies Department to make an academic plan or discuss career or transfer goals.

Course Designator	Title	Credits
Semester One		
ENGL 101	Introduction to College Writing *	3
MATH 117	Elements of Statistics (MATF) ***	3
COMM 108	Foundations of Human Communication (GEIR)	3
TVRA 120	Video Production I	4
Semester Two		
ENGF	English Foundation	3
NSLD	Natural Sciences Distribution with Laboratory (NSLD)	4
TVRA 125	Audio Production Techniques	4
TVRA 129	Concept and Story	3
TVRA 140 or TVRA 100	Video Editing or Introduction to New Media †	3
Semester Three		
TVRA 134	Media Appreciation (ARTD)	3
SOCY 100	Introduction to Sociology ** (BSSD, GCP)	3
NSLD or NSND	Natural Sciences Distribution with Laboratory (NSLD) or Natural Sciences Distribution without Laboratory (NSND)	3-4
FILM 110 or THET 110	Introduction to FILM (GEIR) or Fundamentals of Acting (GEIR)	3
Program Elective	Program Elective ††	3-4
Semester Four		
HUMD	Humanities Distribution (HUMD)	3
BSSD	Behavioral and Social Sciences Distribution (BSSD) **	3
Program Elective or COMM 250	Program Elective †† or Introduction to Communication Inquiry and Theory ‡‡	3
Program Elective	Program Elective ††	3-4
TVRA 236 or TVRA 260	Video Portfolio ‡ or Radio Station Operation †	2-3
Program Elective	Program Elective †† (Only for students taking TVRA 236 needing to meet the 60-credit requirement for program completion.)	1

Course Designator	Title	Credits
	Total Credits	60

* ENGL 101/ENGL 011 if needed for ENGL 102/ENGL 103, or for any program elective

** Behavioral and social sciences distribution (BSSD) courses must come from different disciplines

† Required course for concentration in radio only

‡ Required course for concentration in video or film only

‡‡ Students should take COMM 250 if it is required for transfer

†† Program Electives include: TVRA 210, **TRVA 220**, **TVRA 227**, **TVRA 230**, TVRA 234, **TVRA 239**, TVRA 275, TVRA 280, **FILM 210**, **FILM 220**, FILM 230, or FILM 240. Bolded courses are more likely to transfer.

Program Outcomes:

Outcome	Upon completion of this program a student will be able to:
1	Successfully record video and audio in studio and on location with various professional cameras, microphones, lights and recording devices.
2	Write content for broadcast, social media and Internet conferences and webinars to engage, inform or entertain.
3	Produce and edit segments and programs of various lengths for the media production industry, social media and the Internet.
4	Demonstrate the ability to successfully meet production deadlines through leadership, an understanding of technical and logistic issues, and planning and preparation.
5	Create a portfolio that reflects the rapidly changing structure of the media content production industry and its employment opportunities.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 10Aiii
January 27, 2021

CREATION OF THE DIGITAL MEDIA AND WEB TECHNOLOGY ASSOCIATE OF ARTS

BACKGROUND

The *2017-2021 Maryland State Plan for Postsecondary Education* identifies the goals of access, success, and innovation to support student success with less debt. Montgomery College echoes those goals by affirming in its *MC2025 Strategic Plan*, specifically Goal III: Fuel the Economy and Drive Economic Mobility, which encourages curriculum alignment to expand economic opportunity for our students and all county residents and businesses. Additionally, Montgomery College's *Academic Master Plan*, Initiative 5, strongly encourages collaborative student pathways to enhance transferability to the Universities at Shady Grove and other four-year institutions.

In support of the above strategic plans and in response to the increased need for web development professionals and the increased transfer needs of our students, Montgomery College is prepared to offer the new digital media and web technology associate of arts. The curriculum is designed for students planning to transfer to a four-year institution to complete a bachelor's degree in areas such as data science, human-computer interaction, database administration, user interaction and experience design, computer and information systems management, information architecture, and digital media and communications studies. Access to program coursework is available through in-person and online course offerings; student success is enhanced through the availability of open educational resources, z-course options, on-campus career recruitment events, community partnerships to encourage internship opportunities, and individual advising for students. The new digital media and web technology associate of arts provides an alternative program to the digital media and web technology associate of applied science. The digital media and web technology associate of applied science will be suspended for three years effective fall 2021—the same effective date as the new digital media and web technology associate of arts.

According to the United States Department of Labor's May 2019 *Occupational Outlook Handbook*, jobs for web development professionals are expected to increase by 8 percent (much faster than average) from 2019–2029 nationally and increase by 7 percent (much faster than average) for our local metro area. Further, according to data from the United States Bureau of Labor Statistics' *Occupational Employment and Wages* report from May 2018, the DC/VA-MD-WV metropolitan area is ranked as the fifth highest paying metro area for web developers and sixth highest employment level. Statewide, the District of Columbia ranks as the second highest employment availability and second and third highest wages for web developers in Virginia and Washington, DC respectively.

More and more web developers require an associate's degree as the basic standard of education for entry and require students to continue to a four-year institution or beyond to achieve their goals. The new digital media and web technology associate of arts provides a strong academic core that exposes students to important web development tools and

programming skills while incorporating key General Education courses needed for transfer. Montgomery College has an active articulation agreement with the Department of Computer Science at the University of Maryland Global Campus online digital media and web technology program. Moving the program to an associate of arts facilitates growth in articulations with other academic institutions, such as University of Maryland at Shady Grove's bachelor of science in information science, University of Baltimore's bachelor of arts in digital communication and bachelor of science in applied information technology, and University of Maryland Global Campus, Shady Grove's bachelor of science in information systems management and bachelor of arts in communication studies.

Creation of the digital media and web technology associate of arts will be implemented with existing institutional resources from the digital media and web technology associate of applied science. After program implementation, the associate of applied science program will be suspended up to three years before finally being deleted. During the suspension period, the department will actively encourage currently enrolled students to either complete the program or change their major to the new digital media and web technology associate of arts. Outstanding faculty, state-of-the-art facilities, equipment, and library resources are already in place as the courses are currently being offered.

RECOMMENDATION

It is recommended that the Board of Trustees approve the creation of the digital media and web technology associate of arts and that an application for approval be submitted to the Maryland Higher Education Commission.

BACK-UP INFORMATION

Digital Media and Web Technology Associate of Arts Curriculum
Section 13B.02.03.03 Higher Education Article of Code of Maryland Regulations (COMAR)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Professor Lizmi
Dr. Kelley
Dr. Trezza

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **21-01-007**
Adopted on: **1/27/2021**

Agenda Item Number:10Aiii
January 27, 2021

Subject: Creation of the Digital Media and Web Technology Associate of Arts

WHEREAS, The *2017-2021 Maryland State Plan* for Postsecondary Education identifies the goals of access, success, and innovation to support student success with less debt; and

WHEREAS, Montgomery College echoes those goals by affirming in its *MC2025 Strategic Plan*, specifically Goal III: Fuel the Economy and Drive Economic Mobility, which encourages curriculum alignment to expand economic opportunity for our students and all county residents and businesses; and

WHEREAS, Montgomery College's *Academic Master Plan*, Initiative 5, strongly encourages collaborative student pathways to enhance transferability to the Universities at Shady Grove and other four-year universities; and

WHEREAS, Montgomery College is prepared to offer the new digital media and web technology associate of arts in support of the above strategic plans and in response to the increased need for web development professionals and the increased transfer needs of our students; and

WHEREAS, The new digital media and web technology associate of arts is designed for students planning to transfer to a four-year institution to complete a bachelor's degree in areas such as data science, human-computer interaction, database administration, user interaction and experience design, computer and information systems management, information architecture, and digital media and communications studies; and

WHEREAS, The new digital media and web technology associate of arts provides an alternative program to the digital media and web technology associate of applied science, and the associate of applied science program will be suspended fall 2021—the same effective date as the new associate of arts program; and

WHEREAS, A strong academic core exposes students to important web development tools and programming skills while incorporating key General Education courses needed for transfer; and

WHEREAS, Montgomery College has an active articulation agreement with the Department of Computer Science at the University of Maryland Global Campus online digital media and web technology program; and

WHEREAS, Moving the program to an associate of arts facilitates growth in articulations with other academic institutions, such as University of Maryland at Shady Grove's bachelor of science in information science, University of Baltimore's bachelor of arts in digital communication and bachelor of science in applied information technology, and University of Maryland Global Campus, Shady Grove's bachelor of science in information systems management and bachelor of arts in communication studies; and

WHEREAS, Access to program coursework is available through in-person and online course offerings; student success is enhanced through the availability of open educational resources, z-course options, on-campus career recruitment events, community partnerships to encourage internship opportunities, and individual advising for students; and

WHEREAS, The new digital media and web technology associate of arts will be implemented with existing institutional resources from the digital media and web technology associate of applied science; outstanding faculty, state-of-the-art facilities, equipment, and library resources are already in place as the courses are currently being offered; and

WHEREAS, After program implementation, the digital media and web technology associate of applied science will be suspended up to three years before finally being deleted, and the department will actively encourage currently enrolled students to complete the program or change their major to the new the digital media and web technology associate of arts; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve the creation of the new digital media and web technology associate of arts program; and be it further

Resolved, That an application for approval of the digital media and web technology associate of arts be forwarded to the Maryland Higher Education Commission.

Digital Media and Web Technology AA: 615

From front-end development to server-side programming and databases, this program provides students with the skills and knowledge needed to excel in the rapidly growing field of website and web application development. Students in this program will gain hands-on experience in HTML, CSS and JavaScript as well as database and web application development, using industry standard equipment and software. This degree prepares students for transfer to a four-year institution as well as a variety of entry and mid-level positions such as user-interface developers, web developers, digital media specialists, web designers and multimedia specialists.

Course Designator	Title	Credits
Semester One		
ENGL 101	Introduction to College Writing *	3
MATF	Mathematics Foundation (MATF) †	3
GDES 116	Digital Tools for the Visual Arts (ARTD)	4
TECH 272	Website Development	4
Semester Two		
ENGF	English Foundation † (ENGF)	3
NSLD	Natural Sciences Distribution with Laboratory † (NSLD)	4
ARTD, HUMD, or HLTH	Arts Distribution, Humanities Distribution, or Health General Education Elective (GEIR)	3
TECH 276	JavaScript Fundamentals	3
TECH 273	Advanced Website Development	3
Semester Three		
HUMD	Humanities Distribution † (HUMD)	3
BSSD	Behavioral and Social Sciences Distribution † (BSSD) **	3
TECH 274	Web Content Management Systems and Strategy	3
TECH 282	Web Application Development Using PHP and MySQL	3
Program Elective	Program Elective ††	3
Semester Four		
BSSD	Behavioral and Social Sciences Distribution † (BSSD) **	3
NSND or NSLD	Natural Sciences Distribution without Laboratory † (NSND) or Natural Sciences Distribution with Laboratory † (NSLD)	3-4
COMM 108 or COMM 112	Foundations of Human Communication (GEIR) or Business and Professional Speech Communication (GEIR)	3
Elective	Elective ††	3
Elective	Elective ††	3
Total Credits		60

* ENGL 101 / ENGL 011, if needed for ENGL 102/ENGL 103, or for elective

** Behavioral and social sciences distribution (BSSD) courses must come from different disciplines

† Recommended General Education courses for transfer include: ENGL 102 (ENGF), ENGL 103 (ENGF), MATH 117 (MATF), HIST 205 (HUMD), SOCY 100 (BSSD), PSYC 102 (BSSD), ASTR 101 (NSLD), BIOL 105 (NSND)

†† Students may select 3-credit or 4-credit electives. Students should consult a program advisor and check transferability to four-year institutions.

Program Outcomes:

Outcome	Upon completion of this program a student will be able to:
1	Demonstrate currency and proficiency in the digital tools employed in website and web application development.
2	Apply the techniques and knowledge of foundational skills in a range of media to create professional quality websites and web applications that comply with current web standards and are representative of the material and techniques studied.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 10Aiv
January 27, 2021

CREATION OF THE BUSINESS COMMUNICATION CERTIFICATE

BACKGROUND

The *2017-2021 Maryland State Plan for Postsecondary Education* identifies the goals of access, success, and innovation to support student success with less debt. Montgomery College echoes those goals by affirming its *MC2025 Strategic Plan*, specifically Goal I: Empower Students to Start Smart and Succeed, by reducing the time and credits to completion.

Montgomery College is prepared to offer the new business communication certificate. The program provides students with the opportunity to develop the most essential skill in today's professional environment, namely business communication. The curriculum provides a fundamental course of study comprised of the central topics in business administration and communication studies for students who plan to pursue a four-year degree, launch a professional career, or develop effective communication skills for business and organizational settings as a professional development activity. The new business communication program will yield the acquisition of a certificate while contributing credits to the associate's degree in communication studies.

All courses are transferrable and will enhance not only the student's transfer application, but also their overall marketability upon graduation. The courses that comprise the proposed curriculum have strong enrollment without this certificate. Therefore, students completing the required coursework will have classes available throughout the academic year. According to the National Center for Education Statistics, business degrees are the most popular in the United States; a degree in communication is the seventh most popular degree. Students seeking this certificate must be enrolled in the communication studies associate of arts program.

The program supports the mission of Montgomery College, which is to empower our students to change their lives, to enrich the life of the community, and to be accountable for our results. Students enrolled in the program will be empowered through developing the most essential skill in today's professional environment, namely business communication. Furthermore, they will be empowered by developing competencies that will prepare them to select the appropriate channels, networks and tools, both traditional and online, and compose messages that provide effective communication including proposals, presentations and reports. In addition, students will be empowered by developing competencies to design strategic solutions for communication conflicts that may occur, especially across gender, ethnic, and other cultural groups, as well as the culture within the organization. The program will enrich the life of the community by offering a professional development activity that can create employment or career advancement opportunities for community members. In addition, student projects and experiential learning activities involving community service will enrich the life of the community. Lastly, the business communication certificate program will hold itself accountable through its curriculum, workforce alignment, program assessment and/or other assessment processes set forth by the College.

The job opportunities for students with this certificate, especially when blended with an associate's degree in communication studies, are plentiful in the Washington DC, Maryland, and Virginia region. According to the Bureau of Labor Statistics, examples of professions and their growth prospects include:

- Technical writer – 10 percent
- Copywriter – 8 percent
- Public relations specialist – 6.3 percent
- Manufacturers' sales representative – 6.3 percent
- Lobbyist – 6 percent
- Speechwriter – 6 percent
- Government Affairs specialist – 6 percent

As minority businesses grow, there will be a greater need for people to serve as lobbyists, speechwriters (for the business owners), government affairs specialists, sales representatives, etc. Nationwide, 29 percent of businesses are majority-owned by minorities, and this share is quickly increasing. The increase in minority-owned businesses greatly outpaced their population growth from 2007 to 2012. For example, while the Black/African American population increased by 6 percent, their business ownership increased by an impressive 34 percent. The Hispanic population increased by 17 percent while Hispanic-owned businesses increased by 46 percent. Blending an understanding of business and communication through a business communication certificate will empower Montgomery College graduates to work in and magnify the impact of minority businesses (U.S. Small Business Administration, Office of Advocacy).

In conclusion, the business communication certificate will serve current and future students, as well as the community. In Montgomery County, the sectors that would employ people with a certificate in communication for business are growing. For instance, Maryland Occupational Projections 2016–2026 indicate that public relations specialist (6.3 percent) and technical writer (10 percent) occupations are on the rise in Maryland and this certificate will prepare interested students for not only current available jobs, but also jobs that have yet to be created.

The business communication certificate will be implemented with existing institutional resources from the communication studies associate of arts. Outstanding faculty, state-of-the-art facilities, equipment, and library resources are already in place as the courses are currently being offered.

RECOMMENDATION

It is recommended that the Board of Trustees approve the creation of the business communication certificate and that the president be authorized to submit a new program proposal for approval to the Maryland Higher Education Commission.

BACK-UP INFORMATION

Business Communication Certificate Curriculum
Section 13B.02.03.03 Higher Education Article of Code of Maryland Regulations (COMAR)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Bonaparte
Dr. Glade
Dr. Stewart

BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland

Resolution Number: **21-01-008**
Adopted on: **1/27/2021**

Agenda Item Number: 10Aiv
January 27, 2021

Subject: Creation of the Business Communication Certificate

WHEREAS, The 2017-2021 Maryland State Plan for Postsecondary Education identifies the goals of access, success, and innovation to support student success with less debt; and

WHEREAS, Montgomery College echoes those goals by affirming its *MC2025 Strategic Plan*, specifically Goal I: Empower Students to Start Smart and Succeed, by reducing the time and credits to completion; and

WHEREAS, Montgomery College is prepared to offer the new business communication certificate; and

WHEREAS, The program provides students with the opportunity to develop the most essential skill in today's professional environment, namely business communication. The curriculum provides a fundamental course of study comprised of the central topics in business administration and communication studies for students who plan to pursue a four-year degree, launch a professional career, or develop effective communication skills for business and organizational settings as a professional development activity; and

WHEREAS, All courses are transferrable and will enhance the student's transfer application and their overall marketability upon graduation; and

WHEREAS, The courses have strong enrollment, therefore students completing the certificate will have classes available throughout the academic year; and

WHEREAS, According to the National Center for Education Statistics, business degrees are the most popular in the United States; a degree in communication is the seventh most popular degree; and

WHEREAS, According to the Bureau of Labor Statistics, job opportunities for students with this certificate, especially when blended with an associate's degree in communication studies, are plentiful in the Washington, DC, Maryland, and Virginia region; and

WHEREAS, The business communication certificate will be implemented with existing institutional resources from the communication studies associate of arts; outstanding faculty, state-of-the-art facilities, equipment, and library resources are already in place as the courses are currently being offered; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve creation of the new business communication certificate; and be it further

Resolved, That an application for approval of the business communication certificate be forwarded to the Maryland Higher Education Commission.

Business Communication Certificate

The business communication certificate provides students with the opportunity to develop the most essential skill in today's professional environment, namely business communication. The curricula provides a fundamental course of study comprised of the central topics in Business Administration and Communication Studies for students who plan to pursue a four-year degree, launch a professional career, or develop effective communication skills for business and organizational settings as a professional development activity. Students seeking this certificate must be enrolled in Communication Studies AA program 609.

Program Requirements:

Course Designator	Title	Credits
BSAD 101	Introduction to Business	3
COMM 112	Business and Professional Speech Communication	3
Program Electives	Program Electives *	6
	Total Credits	12

* Select two program electives: MGMT 101, MGMT 201, or MGMT 211

Program Outcomes:

Outcome	Upon completion of this program a student will be able to:
1	Critically analyze business and management scenarios, discuss their implications and communicate creative solutions to these issues using appropriate tools, concepts and terminology.
2	Evaluate long-term organizational strategies and effectively communicate the pros and cons of each strategic option to address issues that include human resources, small business development, marketing, legal and ethical issues and other business-related scenarios.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 10Av
January 27, 2021

CREATION OF THE COMMUNICATION FOR BUSINESS CERTIFICATE

BACKGROUND

The *2017-2021 Maryland State Plan for Postsecondary Education* identifies the goals of access, success, and innovation to support student success with less debt. Montgomery College echoes those goals by affirming its *MC2025 Strategic Plan*, specifically Goal I: Empower Students to Start Smart and Succeed, by reducing the time and credits to completion.

Montgomery College is prepared to offer the new communication for business certificate. The program provides a fundamental course of study comprised of the central topics in business administration and communications studies for students who plan to pursue a four-year degree, launch a professional career, or develop effective communication skills for business and organizational settings as a professional development activity. The new communication for business program will yield the acquisition of a certificate while contributing credits to the associate's degree in business administration.

All courses are transferrable and will enhance not only the student's transfer application, but also their overall marketability upon graduation. The courses that comprise the proposed curriculum have strong enrollment without this certificate. Therefore, students completing the required coursework will have classes available throughout the academic year. According to the National Center for Education Statistics, business degrees are the most popular in the United States; a degree in communication is the seventh most popular degree. Students seeking this certificate must be enrolled in the business administration associate of arts program.

The program supports the mission of Montgomery College, which is to empower our students to change their lives, to enrich the life of the community, and to be accountable for our results. Students enrolled in the program will be empowered through developing the most essential skill in today's professional environment, namely business communication. Furthermore, they will be empowered by developing competencies that will prepare them to select the appropriate channels, networks and tools, both traditional and online, and compose messages that provide effective communication including proposals, presentations and reports. In addition, students will be empowered by developing competencies to design strategic solutions for communication conflicts that may occur, especially across gender, ethnic and other cultural groups, as well as the culture within the organization. The program will enrich the life of the community by offering a professional development activity that can create employment or career advancement opportunities for community members. In addition, student projects and experiential learning activities involving community service will enrich the life of the community. Lastly, the communication for business certificate program will hold itself accountable through its curriculum, workforce alignment, program assessment and/or other assessment processes set forth by the College.

The job opportunities for students with this certificate, when blended with an associate's degree in business administration, are plentiful in the Washington DC, Maryland, and Virginia region.

According to the Bureau of Labor Statistics, examples of professions and their growth prospects include:

- Technical writer – 10 percent
- Copywriter – 8 percent
- Public relations specialist – 6.3 percent
- Manufacturers’ sales representative – 6.3 percent
- Lobbyist – 6 percent
- Speechwriter – 6 percent
- Government Affairs specialist – 6 percent

As minority businesses grow, there will be a greater need for people to serve as lobbyists, speechwriters (for the business owners), government affairs specialists, sales representatives, etc. Nationwide (pre-COVID-19), 29 percent of businesses are majority-owned by minorities, and this share is quickly increasing. The increase in minority-owned businesses greatly outpaced their population growth from 2007 to 2012. For example, while the Black/African American population increased by 6 percent, their business ownership increased by an impressive 34 percent. The Hispanic population increased by 17 percent while Hispanic-owned businesses increased by 46 percent. Blending an understanding of business and communication through a communication for business certificate will empower Montgomery College graduates to work in and magnify the impact of minority businesses (U.S. Small Business Administration, Office of Advocacy).

In conclusion, the communication for business certificate will serve current and future students, as well as the community. In Montgomery County, the sectors that would employ people with a certificate in communication for business are growing. For instance, Maryland Occupational Projections 2016–2026 indicate that public relations specialist (6.3 percent) and technical writer (10 percent) occupations are on the rise in Maryland and this certificate will provide interested students to prepare for not only current available jobs, but also jobs that have yet to be created.

The proposed communication for business certificate will be implemented with existing institutional resources from the business administration associate of arts. Outstanding faculty, state-of-the-art facilities, equipment, and library resources are already in place as the courses are currently being offered.

RECOMMENDATION

It is recommended that the Board of Trustees approve the creation of the communication for business certificate and that the president be authorized to submit a new program proposal for approval to the Maryland Higher Education Commission.

BACK-UP INFORMATION

Communication for Business Certificate Curriculum
Section 13B.02.03.03 Higher Education Article of Code of Maryland Regulations (COMAR)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Davis
Dr. Kelley

BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland

Resolution Number: **21-01-009**
Adopted on: **1/27/2021**

Agenda Item Number:10Av
January 27, 2021

Subject: Creation of the Communication for Business Certificate

WHEREAS, The 2017-2021 Maryland State Plan for Postsecondary Education states the goals of access, success, and innovation to support student success with less debt; and

WHEREAS, Montgomery College echoes those goals by affirming its *MC2025 Strategic Plan*, specifically Goal I: Empower Students to Start Smart and Succeed, by reducing the time and credits to completion; and

WHEREAS, Montgomery College is prepared to offer the new Communication for Business certificate; and

WHEREAS, The curriculum provides a fundamental course of study comprised of the central topics in business administration and communications studies for students who plan to pursue a four-year degree, launch a professional career, or develop effective communication skills for business and organizational settings as a professional development activity; and

WHEREAS, All courses are transferrable and will enhance the student's transfer application and their overall marketability upon graduation; and

WHEREAS, The courses have strong enrollment, therefore students completing the certificate will have classes available throughout the academic year; and

WHEREAS, According to the National Center for Education Statistics, business degrees are the most popular in the United States; a degree in communication is the seventh most popular degree; and

WHEREAS, According to the Bureau of Labor Statistics, job opportunities for students with this certificate, especially when blended with an associate's degree in business administration, are plentiful in the Washington, DC, Maryland, and Virginia region; and

WHEREAS, The communication for business certificate will be implemented with existing institutional resources from the business administration associate of arts; outstanding faculty, state-of-the-art facilities, equipment, and library resources are already in place as the courses are currently being offered; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve creation of the new Communication for Business certificate; and be it further

Resolved, That an application for approval of the Communication for Business certificate be forwarded to the Maryland Higher Education Commission.

Communication for Business Certificate

The Communication for Business Certificate provides a fundamental course of study comprised of the central topics in Business Administration and Communications Studies for students who plan to pursue a four-year degree, launch a professional career, or develop effective communication skills for business and organizational settings as a professional development activity. Students seeking this certificate must be enrolled in Business Administration AA program 006.

Program Requirements:

Course Designator	Title	Credits
BSAD 101	Introduction to Business	3
COMM 112	Business and Professional Speech Communication	3
Program Electives	Program Electives *	6
	Total Credits	12

* Select two program electives: COMM 109, COMM 121, COMM 204, COMM 225, COMM 230, or COMM 250

Program Outcomes:

Outcome	Upon completion of this program a student will be able to:
1	Select the appropriate channels, networks and tools, both traditional and online, and compose messages that provide effective communication including proposals, presentations and reports.
2	Design strategic solutions for communication conflicts that may occur, especially across gender, ethnic and other cultural groups, as well as the culture within the organization.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number:10Avi
January 27, 2021

CREATION OF THE BEHAVIORAL HEALTH ASSOCIATE OF ARTS

BACKGROUND

The *2017-2021 Maryland State Plan for Postsecondary Education* identifies the goals of access, success, and innovation to support student success with less debt. Montgomery College echoes those goals by affirming its *MC2025 Strategic Plan*, specifically Goal III: Fuel the Economy and Drive Economic Mobility, which encourages curriculum alignment to expand economic opportunity for our students and all county residents and businesses. Additionally, Montgomery College's *Academic Master Plan*, Initiative 5, strongly encourages collaborative student pathways to enhance transferability to the Universities at Shady Grove and other four-year institutions.

According to the Agency for Healthcare Research and Quality, behavioral health is the study of mental health and substance abuse, life stressors and crises, stress related physical symptoms, and health behaviors. It is a dynamic and growing field that focuses on promoting positive health behaviors while reducing or eliminating health risk behaviors.

In order to train competent professionals to address the behavioral health needs of Montgomery County, the state of Maryland, and beyond, Montgomery College is prepared to offer the new behavioral health associate of arts. The goal of this program is to foster resilience in an environment that supports students from diverse backgrounds and life experiences. The curriculum is 60 credits and provides students with a firm foundation in General Education courses, as well as 23 credits of discipline-specific coursework. Embedded within the discipline courses is a 5-credit practicum which allows students to observe behavioral health professionals in the field and explore career opportunities. The program also serves to train students for entry-level positions as aides or technicians in various mental health disciplines. Although individuals with an associate of arts in behavioral health are not able to practice as licensed mental health professionals, they can find employment as mental health technicians/aides, psychiatric health technicians/aides, behavioral health technicians/aides, and human and social services technician/aides. The new behavioral health associate of arts provides an alternative program to the mental health associate of applied science that was suspended effective summer 2020. The new behavioral health associate of arts is tentatively effective fall 2021.

The behavioral health associate of arts not only supplies students with opportunities for entry-level jobs, it is also designed to pave the way for students to transfer seamlessly to the University of Maryland Baltimore County's baccalaureate program in social work housed at the Universities at Shady Grove campus. This program was designed in consultation with program faculty from both institutions to insure appropriate transfer of the full 60 credits. Every course in the program is designed to propel students forward to completion of both the associate and bachelor degrees.

The new behavioral health associate of arts will be implemented with existing institutional resources that support the suspended mental health associate of applied science. Outstanding

faculty, state-of-the-art facilities, equipment, and library resources are already in place as the courses are currently being offered.

RECOMMENDATION

It is recommended that the Board of Trustees approve the creation of the behavioral health associate of arts and that the president be authorized to submit a new program proposal for approval to the Maryland Higher Education Commission.

BACK-UP INFORMATION

Behavioral Health Associate of Arts Curriculum
Section 13B.02.03.03 Higher Education Article of Code of Maryland Regulations (COMAR)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Davis
Dr. Stewart

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **21-01-010**
Adopted on: **1/27/2021**

Agenda Item Number: 10Avi
January 27, 2021

Subject: Creation of the Behavioral Health Associate of Arts

WHEREAS, The *2017-2021 Maryland State Plan* for Postsecondary Education identifies the goals of access, success, and innovation to support student success with less debt; and

WHEREAS, Montgomery College echoes those goals by affirming its *MC2025 Strategic Plan*, specifically Goal III: Fuel the Economy and Drive Economic Mobility, which encourages curriculum alignment to expand economic opportunity for our students and all county residents and businesses; and

WHEREAS, Montgomery College's *Academic Master Plan*, Initiative 5, strongly encourages collaborative student pathways to enhance transferability to the Universities at Shady Grove and other four-year universities; and

WHEREAS, According to the Agency for Healthcare Research and Quality, behavioral health is the study of mental health and substance abuse, life stressors and crises, stress related physical symptoms, and health behaviors; and

WHEREAS, Montgomery College is prepared to offer the behavioral health associate of arts program to train competent professionals to address the behavioral health needs of Montgomery County, the state of Maryland, and beyond; and

WHEREAS, The curriculum is 60 credits and provides students with a firm foundation in General Education courses as well as 23 credits of discipline-specific coursework; embedded within the discipline courses is a 5-credit practicum which allows students to observe behavioral health professionals in the field and explore career opportunities; and

WHEREAS, The behavioral health associate of arts not only supplies students with opportunities for entry-level jobs, it is also designed to pave the way for students to transfer seamlessly to the University of Maryland Baltimore County's baccalaureate program in social work housed at the Universities at Shady Grove campus; and

WHEREAS, The new behavioral health associate of arts will be implemented with existing institutional resources that support the mental health associate of applied science that was suspended in summer 2020; outstanding faculty, state-of-the-art facilities, equipment, and library resources are already in place as the courses are currently being offered; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve creation of the new behavioral health associate of arts program; and be it further

Resolved, That an application for approval of the behavioral health associate of arts program be forwarded to the Maryland Higher Education Commission.

Behavioral Health Associate of Arts

According to the Agency for Healthcare Research and Quality, behavioral health is the study of “mental health and substance abuse, life stressors and crises, stress related physical symptoms and health behaviors”. It is a dynamic and growing field that focuses on promoting positive health behaviors while reducing or eliminating health risk behaviors. The goal of this program is to foster resilience in an environment that supports students from diverse backgrounds and life experience. The program is designed to transfer to UMBC’s Baccalaureate Social Work Program at the Universities at Shady Grove campus. The program also serves to train students for entry level positions as aides or technicians in various mental health disciplines.

Course Designator	Title	Credits
Foundation Courses		
ENGL 102	Critical Reading, Writing, and Research (ENGF)	3
MATH 117	Elements of Statistics (MATF)	3
Institutional Requirements		
COMM 108	Foundations of Human Communication (HUMD)	3
Elective	World Language Elective † (GEIR)	3-4
Distribution Courses		
BIOL 101	General Biology (NSLD)	4
NUTR 101	Introduction to Nutrition (NSND)	3
SOCY 100	Introduction to Sociology (BSSD)	3
PSYC 102	General Psychology (BSSD)	3
Elective	World Language Elective † (GEIR)	3-4
ARTD	Arts Distribution (ARTD)	3
Program Requirements		
ENGL 101 or HLTH Elective	Introduction to College Writing or HLTH Elective	3
POLI 101 or ECON 201	American Government or Principles of Economics I	3
PSYC 203 or PSYC 215	Human Growth and Development During Life Span or Child Psychology	3
PSYC 221	Introduction to Abnormal Psychology	3
HLTH 200 or HLTH 131 or HLTH 170	Health Issues in Human Sexuality or Drugs and Lifestyle Wellness or Introduction to Aging	3
BEHE 100	Introduction to Behavioral Health Promotion	3
BEHE 200	Group Dynamics	3
BEHE 201	Field Experience in Behavioral Health	5
HLTH 225	Introduction to Health Behaviors	3
Total Credits		60

* ENGL 101/ENGL 011, if needed for ENGL 102 or HLTH elective.

† World Language Electives: Choose a General Education language (SPAN, FREN, and CHIN) offering a 101, 102, and 201 sequence.

For students transferring to UMBC: students are required to complete one semester of a language at a 200 level. Students may be able to complete this requirement as part of the associate’s degree if they test out of the 100 level class. If not, UMBC at Shady Grove will allow students to transfer up to six additional credits of language.

Program Outcomes:

Outcome	Upon completion of this program a student will be able to:
1	Demonstrate an understanding of key concepts in behavioral health promotion including: the determinants of mental health; stress; coping; anxiety, mood and personality disorders; substance abuse and treatment.
2	Identify and model examples of ethical and professional behavior.
3	Demonstrate an understanding of group processes and behaviors including: identity, formation, structure, power, influence, leadership and performance.
4	Demonstrate effective verbal and written communication skills.
5	Use critical thinking skills to solve problems relevant to the practice of behavioral health.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 10Bi
January 27, 2021

**NEW PROGRAM TITLES FOR LANDSCAPE TECHNOLOGY ASSOCIATE OF APPLIED
SCIENCE AND LANDSCAPE TECHNOLOGY CERTIFICATE**

BACKGROUND

The landscape technology associate of applied science (AAS) provides students with a comprehensive mixture of academic and practical training in the field of ornamental horticulture. The flexible curriculum can accommodate career interests in either landscape contracting or design. Students learn to design and draft landscape plans; install, construct, and maintain landscapes; and identify, select, and plant woody and herbaceous plants. Career opportunities include positions as landscape supervisors, nursery managers, landscape contractors, and landscape designers.

The landscape technology certificate is designed for students interested in pursuing a new career and green industry employees seeking additional professional development. Graduates are prepared for employment opportunities in sustainable landscape operations, public and private gardens, landscape design and construction, grounds management, turf management, nurseries, environmental and storm water management. Earned credits can be applied toward an AAS in landscape technology.

Since its inception in 1988, the landscape technology program evolved to meet the changing needs of the horticulture/landscape industry, also known as the green industry. Over time, the discipline developed and successfully offered several credit and non-credit classes in environmental and storm water management to help ensure a clean and healthy Chesapeake Bay. New curriculum focused on the safe application of fertilizer and other land-applied materials to protect water quality and soil health. The College also partnered with the Montgomery County Department of Environment and now offers the National Green Infrastructure Certificate Program (NGICP) for individuals who install, inspect, and maintain green infrastructure storm water systems in the United States. More recently, there has been a demand to establish and advance local healthy food systems and create profitable, innovated sustainable agricultural businesses. In response, the landscape technology program successfully offered new classes in fruit production and beekeeping and created a partnership between Montgomery College, Montgomery County Revenue Authority, and Grown and Fortify to cultivate regional training and educational opportunities for the agribusiness enterprises supporting breweries, wineries, and distilleries. Additionally, the landscape technology program plans to offer a continuing education class in industrial hemp production. This evolving curriculum provides students with a solid foundation of coursework in the discipline. The collaborative partnerships with Montgomery County and industry organizations and the opportunity for NGICP certification offers students a vehicle to develop their ideas and convey their knowledge in a systematic way.

To better reflect the multifaceted avenues within the landscape technology field and enable the program to be more pertinent to the 21st century, the discipline unanimously agreed to change the program name from the landscape technology program to the environmental horticulture and

sustainable agribusiness program for the certificate and AAS. The new program titles require notification to the Maryland Higher Education Commission. No additional faculty, staff, equipment, or facilities are required for the implementation of these new programs as the courses are already offered.

RECOMMENDATION

It is recommended that the Montgomery College Board of Trustees approve the program title change from the landscape technology AAS and respective certificate to the environmental horticulture and sustainable agribusiness AAS and respective certificate and that notification be submitted to the Maryland Higher Education Commission.

BACKUP INFORMATION

Board Resolution

Landscape Technology AAS Curriculum

Landscape Technology Certificate Curriculum

Section 13B.02.03.03 of the Education Article of the Annotated Code of Maryland

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Mr. P. Payne

Mr. Roberts

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **21-01-011**
Adopted on: **1/27/2021**

Agenda Item Number: 10Bi
January 27, 2021

Subject: New Program Titles for Landscape Technology Associate of Applied Science and Landscape Technology Certificate

WHEREAS, Montgomery College has been an innovative leader in the landscape technology industry since 1988; and

WHEREAS, The landscape technology associate of applied science (AAS) provides students with a comprehensive mixture of academic and practical training in the field of ornamental horticulture with a flexible curriculum that can accommodate career interests in either landscape contracting or design; and

WHEREAS, The landscape technology certificate is designed for students interested in pursuing a new career, green industry employees seeking additional professional development, or students who want to apply earned credits toward an AAS in landscape technology; and

WHEREAS, The landscape technology programs evolved to meet the changing needs of the horticulture/landscape industry, also known as the green industry; and

WHEREAS, The landscape technology discipline developed and successfully offered several credit and non-credit classes in environmental and storm water management and created new curriculum to focus on the safe application of fertilizer and other land-applied materials to protect water quality and soil health; and

WHEREAS, The College partnered with the Montgomery County Department of Environment and now offers the National Green Infrastructure Certificate Program (NGICP) for individuals who install, inspect, and maintain green infrastructure storm water systems in the United States; and

WHEREAS, The College partnered with Montgomery College, Montgomery County Revenue Authority, and Grown and Fortify to cultivate regional training and educational opportunities for the agribusiness enterprises supporting breweries, wineries, and distilleries; and

WHEREAS, The evolving curriculum provides students with a solid foundation of coursework in the discipline, and the collaborative partnerships with Montgomery County and industry organizations, as well as the opportunity for NGICP certification, offers students a vehicle to develop their ideas and convey their knowledge in a systematic way; and

WHEREAS, Montgomery College is prepared to update the landscape technology certificate and AAS with a new program title to better reflect the multifaceted avenues within the landscape technology field and enable the program to be more pertinent to the 21st century; and

WHEREAS, The landscape technology certificate title will be changed to the environmental horticulture and sustainable agribusiness certificate and the landscape technology AAS title will be changed to the environmental horticulture and sustainable agribusiness AAS; and

WHEREAS, No additional faculty, staff, equipment, or facilities are required for the implementation of this program; and

WHEREAS, The new title requires notification to the Maryland Higher Education Commission; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve the aforementioned modifications to the landscape technology certificate and AAS; and be it further

Resolved, That notification of the new program titles be forwarded to the Maryland Higher Education Commission.

New Program Title: Environmental Horticulture and Sustainable Agribusiness AAS

This program provides students with a comprehensive mixture of academic and practical training in the field of ornamental horticulture. The flexible curriculum can accommodate career interests in either landscape contracting or design. Students will learn to design and draft landscape plans; install, construct, and maintain landscapes; and identify, select, and plant woody and herbaceous plants.

Career opportunities include positions as landscape supervisors, nursery managers, landscape contractors, and landscape designers. This program will also serve to expand the knowledge and skills of persons already working in the profession and give the student enough knowledge and experience to establish a private landscape, grounds maintenance, nursery, or greenhouse business.

Courses include general education requirements, those necessary for acquiring landscaping fundamentals, and those that reinforce the student's area of interest in landscape contracting or landscape design. This program is approved by the Landscape Contractors Association.

Program Requirements:

Course Designator	Title	Credits
Semester One		
ENGL 101	Introduction to College Writing *	3
MATF	Mathematics Foundation (MATF)	3
BIOL 101 or LNTF 100	BIOL 101 - General Biology (NSLD) or Introduction to Plant Sciences (NSLD)	4
LNTF 105	Introduction to Sustainable Landscaping	2
LNTF 253	Plant Materials I	3
Semester Two		
ENGF	English Foundation (ENGF)	3
CMAF 120	Introduction to Computer Applications	3
LNTF 254	Plant Materials II	3
LNTF Elective	LNTF Elective ‡	3
LNTF Elective	LNTF Elective ‡	3
Semester Three		
BSAD 101 or MGMT 101	Introduction to Business or Principles of Management	3
COMM 108 or COMM 112	Foundations of Human Communication (GEEL) or Business and Professional Speech Communication (GEEL)	3
ARTD or HUMD	Arts or Humanities Distribution (ARTD or HUMD)	3
LNTF Elective	LNTF Elective ‡	3
LNTF Elective	LNTF Elective ‡	3
Semester Four		
LNTF 258	Landscape Management	3
LNTF 280	Landscape Technology Internship	2
BSSD	Behavioral and Social Sciences Distribution (BSSD)	3
LNTF Elective	LNTF Elective (200 Level) ‡	3
LNTF or Elective	LNTF or Elective ‡	3
LNTF Elective	LNTF Elective ‡	1
Total Credits		60

* ENGL 101/ENGL 101A, if needed for ENGL 102/ENGL 103, or elective.

‡ Please consult a landscape technology advisor to choose LNTF electives.

Program Outcomes:

Outcome	Upon completion of this program a student will be able to:
1	Design, draft, and implement landscape plans.
2	Install, construct, and maintain landscapes.
3	Identify common plants in Maryland landscapes.
4	Identify, communicate, and solve common problems in the landscape or in production.

New Program Title: Environmental Horticulture and Sustainable Agribusiness Certificate

The certificate is designed for persons interested in pursuing a new career as well as for green industry employees seeking additional professional development. Graduates will be prepared for employment opportunities in sustainable landscape operations, public and private gardens, landscape design and construction, grounds management, turf management, nurseries, environmental and storm water management or apply earned credits toward an AAS in landscape technology. Special courses in the curriculum focus sustainable and organic food production and environmental management and sustainability.

This curriculum provides training with entry level skills, upgrading of existing skills, and preparation for further training in the areas of horticulture, food production, and environmental management. Special topic courses in the curriculum focus sustainable and organic food production and environmental management and sustainability.

Selected courses have been approved by the Maryland Department of Agriculture to prepare horticultural professionals for pesticide application certification in Category III (Turf and Ornamentals), Category V (Aquatic), and Category VI (Right of Way and Weed). For more information, contact the Landscape Technology advisor.

Upon completion of the certificate students will be eligible to earn the Maryland Certified Professional Horticulturist (CPH) certificate from the Maryland Nursery, Landscape, Greenhouse Association (MNLGA).

Program Requirements:

Course Designator	Title	Credits
LNTP 105	Introduction to Sustainable Landscaping	2
LNTP 253	Plant Materials I	3
LNTP 254	Plant Materials II	3
LNTP 258	Landscape Management	3
Electives	Electives (Please Consult A Landscape Technology Advisor Before Selecting These Courses.)	8
Total Credits		19

Please note:

- Certain courses have been approved by Montgomery County Department of Environmental Protection for environmental and storm water management.
- Select courses in these programs have been approved by the Maryland Department of Agriculture to prepare horticultural professionals for pesticide application certification in Category III (Turf and Ornamentals), Category V (Aquatic), Category VI (Right of Way and Weed), and Category VII (Consultant). For information consult Landscape Technology advisor.
- Please consult a landscape advisor for course selection.

Program Outcomes:

Outcome	Upon completion of this program a student will be able to:
1	Design, draft, and implement landscape plans.
2	Install, construct, and maintain landscapes.
3	Identify common plants in Maryland landscapes.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland**

Agenda Item Number: 10Bii
January 27, 2021

**CYBERSECURITY ASSOCIATE OF APPLIED SCIENCE,
CHANGE IN PROGRAM MODALITY TO INCLUDE FULLY ONLINE DELIVERY**

BACKGROUND

The cybersecurity associate of applied science (AAS) prepares students for entry-level positions in cybersecurity and offers students a transfer option to four-year institutions. Topics cover threats and vulnerabilities; prevention at the technical (hardware and software) and human levels; and detection, response, and management aspects of security. The program is designed to address the need for trained workers qualified to work in cybersecurity in the homeland security industry. The program meets National Security Telecommunications and Systems Security Instruction (NSTISSI) 4011 and 4013 standards. It also helps prepare students to sit for a variety of industry certifications, including the Computing Technology Industry Association's (CompTIA) A+, Network+ and Security+ certifications; Cisco Certified Network Associate (CCNA) certification; and the Security Certified Network Professional certification.

Throughout the years, a great deal of effort has been made to keep the program current, and now there is some exciting news. SANS Technology Institute—a top college in cybersecurity—and Montgomery College—Maryland's largest and most technically advanced community college—have partnered to create an affordable, high-quality pathway to a cybersecurity career: the bachelor of professional studies in applied cybersecurity (BACS). This groundbreaking program gives talented students a powerful advantage in the cybersecurity job market: strong academic foundations, high-level professional skills, and the opportunity to earn eight industry-recognized Global Information Assurance Certifications. The BACS program has a fully online delivery option, and Montgomery College's fully online delivery option for the cybersecurity program will properly align with the SANS program.

Montgomery College is committed to provide students with flexible options that broaden access to programs, utilize open educational resources, and provide alternative scheduling. Development of the fully online delivery option for the cybersecurity program furthers the College's vision to be characterized by agility and relevance as it meets the dynamic challenges facing our students and community. It also aligns with the *Montgomery College Academic Master Plan 2016-2021* initiative to offer alternative scheduling and delivery. Lastly, the fully online option helps family caregivers and full-time workers balance their personal and professional responsibilities while earning their degree in an online format. Programs with fully online delivery options can decrease time and cost to completion for students and increase the College's completion rate.

The outstanding quality of a Montgomery College education remains the same. The online program follows the same curriculum at the same cost as the on-campus option. The program will be taught by the same expert faculty who teach on-campus, all of whom are trained and certified in online quality assurance. Students will have online access to the College's same exceptional student support services. Furthermore, Montgomery College's Office of Assessment

will conduct a review of the program's student learning outcomes every three years as part of the academic review process. The online option will use existing resources.

A change in program modality request to offer both on-campus and online delivery options will be submitted to the Maryland Higher Education Commission.

RECOMMENDATION

It is recommended that the Board of Trustees approve the change in program modality to include the fully-online delivery option for the cybersecurity AAS and that the president be authorized to submit a change in program modality request to the Maryland Higher Education Commission.

BACKUP INFORMATION

Board Resolution
Cybersecurity AAS Curriculum
Section 13B.02.03.29 of the Education Article of the Annotated Code of Maryland

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Kehnemouyi
Ms. Latimer
Dr. Mills

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE
Rockville, Maryland**

Resolution Number: **21-01-012**
Adopted on: **1/27/2021**

Agenda Item Number: 10Bii
January 27, 2021

Subject: Cybersecurity Associate of Applied Science, Change in Program Modality to Include Fully Online Delivery

WHEREAS, The Maryland Higher Education Commission strongly recommends that campuses offer ongoing programs that encourage fulfilling the educational needs of students and the needs of the state by providing a highly qualified workforce; and

WHEREAS, Montgomery College is committed to meeting the needs of the state, the community, and its students and holds itself accountable in meeting economic and workforce development needs; and

WHEREAS, The cybersecurity associate of applied science (AAS) online program is consistent with Montgomery College's mission of empowering students to change their lives by meeting the challenges facing our students, including the need for more flexible scheduling and course delivery at lower costs; and

WHEREAS, The cybersecurity AAS online program furthers the College's vision to be characterized by agility and relevance, and it aligns with the *Montgomery College Academic Master Plan 2016-2021* initiative to offer alternative scheduling; and

WHEREAS, The cybersecurity AAS online program supports an affordable, high-quality pathway to the SANS Technology Institute bachelor of professional studies in applied cybersecurity (BACS) program and gives talented students a powerful advantage in the cybersecurity job market; and

WHEREAS, The online program will lower costs to degree completion by offering online open educational resources, and it will raise graduation and transfer rates by enabling family caregivers and full-time workers to balance their responsibilities while completing their programs in an online format; and

WHEREAS, The online program will be established and overseen by the same qualified faculty who currently teach on-campus and are trained in the use of technology in an online format, including training in the learning management system and pedagogy of online education; and

WHEREAS, The student learning outcomes are identical as the on-campus program and student achievement of learning outcomes will be assessed by the collegewide assessment team; and

WHEREAS, Enrolled students have online access to all student services including academic support services, financial aid resources, and e-learning library resources; and

WHEREAS, Montgomery College already has the resources needed to implement this degree; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve the change in program modality to include the fully-online delivery option for the cybersecurity AAS; and be it further

Resolved, That a change in program modality request for the cybersecurity AAS online program be submitted to the Maryland Higher Education Commission.

Cybersecurity AAS: 356A

This AAS degree prepares students for entry-level positions in cybersecurity. The program emphasizes computer security and information assurance concepts augmented with current industry standard techniques. Topics cover threats and vulnerabilities, prevention at the technical (hardware and software) and human levels, detection, response, and management aspects of security.

The program prepares entry-level computer technicians with cybersecurity expertise and also offers students a transfer option to four-year institutions. The proposed program of study is designed to address the needs for increasing the number of trained workers qualified to work in cybersecurity in the homeland security industry. The program is expected to meet National Security Telecommunications and Systems Security Instruction (NSTISSI) 4011 and 4013 standards. It will also help prepare students to sit for a variety of industry certifications, including the Computing Technology Industry Association's (CompTIA) A+, Network+ and Security+ certifications; Cisco Certified Network Associate (CCNA) certification; and the Security Certified Network Professional certification.

Course	Description	Credits
Semester 1		
ENGL 101	Introduction to College Writing *	3
MATF	Mathematics Foundation	3
NWIT 127	Microcomputer Essentials	3
NWIT 151	Introduction to Networking	3
BSSD	Behavioral and Social Sciences Distribution	3
Semester 2		
ENGF	English Foundation	3
CMSC 135	Introduction to Scripting	3
CMSC 253	UNIX/LINUX System Administration	4
NWIT 173	Network Security	3
NWIT 252	Cisco Networking 2	3
Semester 3		
PHIL 140	Introduction to the Study of Ethics	3
NWIT 245	Defending the Network	3
NWIT 263	Introduction to Digital Forensics	3
ARTD or HUMD	Arts or Humanities Distribution	3
NSLD	Natural Sciences Distribution with Lab	4
Semester 4		
NWIT 230	Intro to Cyber Ops	3
NWIT 246	Attacker Tools and Techniques	3
NWIT 247	Introduction to Incident Response	3
NWIT 275	Wireless Security	3
NWIT 291	Cybersecurity Capstone	1
Total Credit Hours		60

* ENGL 101/ENGL 101A, if needed for ENGL 102/ENGL 103, or NWIT or CMSC elective.

Program Outcomes:

#	Upon completion of this program a student will be able to:
1	Evaluate a system for security vulnerabilities using appropriate resources.
2	Apply software patches to operating systems and applications.
3	Use standard software tools to detect attempted security breaches in networks.
4	Implement network security defenses.
5	Describe a professional's responsibility in the areas of individual privacy, intellectual property rights, and ethics and codes of conduct.
6	Examine legal, social, and ethical concerns related to securing information systems and networks.
7	Explain how to use current forensic tools.
8	Demonstrate critical thinking and problem-solving skills on issues related to cybersecurity.
9	Describe the differences between internal and external threats and how to defend against each.
10	Propose cybersecurity solutions based on real-world problem scenarios.
11	Demonstrate the skills necessary to be successful in passing at least 2 of the following certification exams: CCNA (Cisco Certified Network Administrator), CompTIA Network+, CompTIA Security+, and/or ISC2 Professional Security certification(s).

**BOARD OF TRUSTEE1S
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 10Biii
January 27, 2021

SUBSTANTIAL MODIFICATIONS TO THE WEB DEVELOPMENT CERTIFICATE

BACKGROUND

The *2017-2021 Maryland State Plan for Postsecondary Education* identifies the goals of access, success, and innovation to support student success with less debt. Montgomery College echoes those goals by affirming in its *MC2025 Strategic Plan*, Goal III: Fuel the Economy and Drive Economic Mobility, which encourages curriculum alignment to expand economic opportunity for our students and all county residents and businesses.

The web development certificate is designed to provide training, skills, and knowledge that prepares a student for employment as a member of a web development team. Skills include website management, basic website design, effective communication between web authors and system administrators, HTML validity, editorial responsibilities, and liaison with graphic artists and others.

In order to stay abreast of the ever-expanding field of digital communication, the discipline is proposing the following modifications to the program: a new program description and outcomes to better reflect the intent of the program and a reduction of credits—34 to 17 credits—required for program completion. The new curriculum is a streamlined version of the web development certificate, the web design certificate, and the web programming certificate. This new, cohesive program is designed to prepare students for entry-level web development employment, expand their programming and digital communications skill set, or complete a stackable credential toward the new associates of arts in digital media and web technology (pending approval). Industry positions include user-interface developers, web developers, digital media specialists, web designers and multimedia specialists. Students in the modified program will gain hands-on experience in HTML, CSS, and JavaScript, as well as database and web application development, using industry standard equipment and software. From front-end development to server-side programming and databases, this certificate provides students with the skills and knowledge needed to excel in the rapidly growing field of website and web application development.

The modified web development certificate reduces time to completion at less cost to students with fewer credits required for program completion. Access to program coursework is available through in-person and online course offerings. Student success is enhanced through the availability of open educational resources, z-course options, on-campus career recruitment events, community partnerships to encourage internship opportunities, and individual advising for students.

The modified web development certificate will be implemented with existing institutional resources from the three programs: the web development certificate, the web design certificate, and the web programming certificate. Upon approval of the program modifications, the web design and web programming certificates will be suspended up to three years before finally being deleted. During the suspension period, the department will actively encourage currently enrolled

students to either complete their program or change their major to the modified web development certificate. Outstanding faculty, state-of-the-art facilities, equipment, and library resources are already in place as the courses are currently being offered.

RECOMMENDATION

It is recommended that the Board of Trustees approve the substantial modifications to the web development certificate and that an application for approval be submitted to the Maryland Higher Education Commission.

BACK-UP INFORMATION

Board Resolution

Web Development Certificate Curriculum (New Curriculum)

Web Development Certificate Curriculum (Old Curriculum)

Section 13B.02.03.03 Higher Education Article of Code of Maryland Regulations (COMAR)

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Dr. Kelley

Dr. Trezza

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **21-01-013**
Adopted on: **1/27/2021**

Agenda Item Number: 10Biii
January 27, 2021

Subject: Substantial Modifications to the Web Development Certificate

WHEREAS, The *2017-2021 Maryland State Plan* for Postsecondary Education identifies the goals of access, success, and innovation to support student success with less debt; and

WHEREAS, Montgomery College echoes those goals by affirming in its *MC2025 Strategic Plan*, Goal III: Fuel the Economy and Drive Economic Mobility, which encourages curriculum alignment to expand economic opportunity for our students and all county residents and businesses; and

WHEREAS, The current web development certificate is designed to provide training, skills, and knowledge that prepares a student for employment as a member of a web development team; and

WHEREAS, In order to stay abreast of the ever-expanding field of digital communication, the discipline is proposing the following modifications to the program: a new program description and outcomes to better reflect the intent of the program and a reduction of credits—34 to 17 credits—required for program completion; and

WHEREAS, The new, cohesive program is designed to prepare students for entry-level web development employment, expand their programming and digital communications skill set, or complete a stackable credential toward the new associates of arts in digital media and web technology (pending approval).; and

WHEREAS, The new curriculum is a streamlined version of the web development certificate, the web design certificate, and the web programming certificate; and

WHEREAS, The modified web development certificate reduces time to completion at less cost to students with fewer credits required for program completion; and

WHEREAS, Access to program coursework is available through in-person and online course offerings; student success is enhanced through the availability of open educational resources, z-course options, on-campus career recruitment events, community partnerships to encourage internship opportunities, and individual advising for students; and

WHEREAS, The modified web development certificate will be implemented with existing institutional resources from the three programs: the web development certificate, the web design certificate, and the web programming certificate; outstanding faculty, state-of-the-art facilities, equipment, and library resources are already in place as the courses are currently being offered; and

WHEREAS, After program implementation, the web design and web programming certificates will be suspended up to three years before finally being deleted and the department will actively encourage currently enrolled students to complete the program or change their major to the modified web development certificate; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve the aforementioned substantial modifications to the web development certificate; and be it further

Resolved, That an application for approval of the substantial modifications to the web development certificate be forwarded to the Maryland Higher Education Commission.

Web Development Certificate: 231A (New Curriculum)

From front-end development to server-side programming and databases, this certificate provides students with the skills and knowledge needed to excel in the rapidly growing field of website and web application development. Students in this program will gain hands-on experience in HTML, CSS and JavaScript as well as database and web application development, using industry standard equipment and software. This certificate prepares students for a variety of entry and mid-level positions as user-interface developers, web developers, digital media specialists, web designers and multimedia specialists.

Course Designator	Title	Credits
GDES 116	Digital Tools for the Visual Arts	4
TECH 272	Professional Website Development	4
TECH 273	Advanced Professional Web Technologies	3
TECH 276	JavaScript Fundamentals	3
TECH 282	Web Application Development Using ColdFusion	3
	Total Credits	17

Program Outcomes:

Outcome	Upon completion of this program a student will be able to:
1	Create valid HTML webpages that correctly incorporate Cascade Style Sheets (CSS) and JavaScript.
2	Use an Integrated Development Environment (IDE) effectively.
3	Create webpages with dynamic content utilizing a web database technology.
4	Create coherent and intuitive websites and web-enabled applications.

Web Development Certificate: 231A (Old Curriculum)

This certificate is designed to provide training, skills, and knowledge that prepare a student for employment as a member of a web development team. Skills include website management, basic website design, effective communication between web authors and system administrators, HTML validity, editorial responsibilities, and liaison with graphic artists and others.

Course Designator	Title	Credits
CMSC 246	Introduction to SQL Using Oracle	3
GDES 116	Digital Tools for the Visual Arts	4
GDES 140	Introduction to Animation	4
TECH 272	Professional Website Development	4
TECH 273	Advanced Professional Web Technologies	3
TECH 274	Web Content Management Systems and Strategy	3
TECH 276 or TECH 277	JavaScript Fundamentals or Advanced JavaScript	3
TECH 278	Web Application Development Using ColdFusion	4
TECH 288	Advanced Web Application Development Using ColdFusion	3
TECH 299	Web Certificate/Degree Portfolio	3
	Total Credits	34

Program Outcomes:

Outcome	Upon completion of this program a student will be able to:
1	Create valid XHTML webpages.
2	Use an Integrated Development Environment (IDE) effectively.
3	Create webpages incorporating the Cascading Style Sheets technology.
4	Create webpages with dynamic content utilizing a web database technology.
5	Create coherent and intuitive websites or web-enabled applications.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 10Biv
January 27, 2021

**NEW TITLE, A NEW FULLY-ONLINE DELIVERY OPTION, AND
SUBSTANTIAL CURRICULUM MODIFICATIONS TO TECHNICAL WRITING CERTIFICATE**

BACKGROUND

The *2017-2021 Maryland State Plan for Postsecondary Education* identifies the goals of access, success, and innovation to support student success with less debt. Montgomery College echoes those goals in its *2025 Strategic Plan's* goals of empowering students to start smart and succeed, enhancing learning environments, and fueling the economy and driving economic mobility. The technical writing certificate of the English and Reading discipline promotes these goals by providing Montgomery County and Maryland state residents with certified preparation for an industry that is growing at a faster than average rate for all occupations, according to the Bureau of Labor Statistics' 2019 data.

Since 1987, the technical writing certificate has prepared students for jobs in the technical and professional writing fields. While the technical writing certificate has been relevant for many years, following are several proposed modifications to enable the program to be more pertinent to the demands of the 21st century economy and job market: a new program title and revised outcomes to reflect the current needs of students and today's employers, a fully online delivery option to provide students with flexible options that broaden access to programs and provide alternative scheduling, and a reduction in the required number of credits to reduce student time and cost to completion. These modifications provide thorough preparation for an evolving market which demands adaptive and competent writing skills in an increasingly scientific, web-based society. The modifications are tentatively effective fall 2021.

The newly-titled professional and technical writing certificate offers the same outstanding curriculum expected from Montgomery College. The revised program—requiring 22, rather than 28, credits—prepares students to design, write, and produce documents and presentations in a professional environment and only includes courses relevant to the responsibilities of today's professional and technical writers. The program also reflects Montgomery College's commitment to utilizing open educational resources which lower student cost and broaden accessibility to instructional materials. The revised, interdisciplinary curriculum is compatible with many majors, especially General Studies and Communications, enabling students to complete both curricula simultaneously. Additionally, the program will maintain its statewide designation within the state of Maryland, allowing students to enroll in the program at the same rate as in-county residents.

The program's fully online delivery option aligns with the *Montgomery College Academic Master Plan 2016-2021* initiative to offer alternative scheduling and delivery. The online program follows the same curriculum at the same cost as the on-campus certificate option. The program will be taught by the same expert faculty who teach on-campus, all of whom are trained and certified in online quality assurance. Students will have online access to the College's same exceptional student support services. Furthermore, Montgomery College's Office of Assessment will

conduct a review of the program's student learning outcomes every three years as part of the academic review process.

The revised professional and technical writing certificate supports the *Maryland State Plan for Secondary Education* goals and Montgomery College's *2025 Strategic Plan* by providing students with skills much needed in the workplace and offering a more cost effective, timely, and accessible path to completion. The revised program title, fully-online delivery option, and substantial curriculum modifications require an application to the Maryland Higher Education Commission. No additional faculty, staff, equipment, or facilities are required for the implementation of this program.

RECOMMENDATION

It is recommended that the Board of Trustees approve the new title, the fully-online delivery option, and the substantial curriculum modifications for the technical writing certificate and that the president be authorized to submit the proper documentation to the Maryland Higher Education Commission.

BACKUP INFORMATION

Board Resolution

Professional and Technical Writing Certificate Curriculum (New)

Technical Writing Certificate Curriculum (Current)

Section 13B.02.03.03 of the Education Article of the Annotated Code of Maryland

RESPONSIBLE SENIOR ADMINISTRATOR

Dr. Rai

RESOURCE PERSONS

Professor Anthony

Professor Davis

Dr. Kelley

Dr. Redmond

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **21-01-014**
Adopted on: **1/27/2021**

Agenda Item Number: 10Biv
January 27, 2021

Subject: New Title, a Fully-Online Delivery Option, and Substantial Curriculum Modifications to Technical Writing Certificate

WHEREAS, The *2017–2021 Maryland State Plan for Postsecondary Education* identifies the goals of access, success, and innovation to support student success with less debt; and

WHEREAS, Montgomery College echoes those goals in its *2025 Strategic Plan's* goals of empowering students to start smart and succeed, enhancing learning environments, and fueling the economy and driving economic mobility; and

WHEREAS, The technical writing certificate has been preparing students for the technical and professional writing fields for the past 33 years; and

WHEREAS, To enable the technical writing certificate to be more relevant to the 21st century economy, proposed modifications include a new program title to reflect the current needs of students and today's employers, a fully online delivery option to provide students with flexible options that broaden access to programs, and a reduction in the required number of credits—22 rather than 28 credits—to reduce student time and cost to completion; and

WHEREAS, The newly-titled professional and technical writing certificate prepares students to design, write, and produce documents and presentations in a professional environment and provides thorough preparation for an evolving market which demands adaptive and competent writing skills in an increasingly scientific, web-based society; and

WHEREAS, The program reflects Montgomery College's commitment to utilizing open educational resources which lower student cost and broaden accessibility to instructional materials; and

WHEREAS, The revised, interdisciplinary curriculum is compatible with many majors, especially General Studies and Communications, enabling students to complete both curricula simultaneously; and

WHEREAS, The technical writing certificate will maintain statewide designation within the state of Maryland, allowing students to enroll at the same rate as in-county residents; and

WHEREAS, The online program is established and overseen by the same qualified faculty who teach on-campus and are trained in the use of technology in an online format and the student learning outcomes are identical as the on-campus program; and

WHEREAS, Montgomery College has the resources needed to implement this program; and

WHEREAS, The senior vice president for academic affairs and the president of the College recommend the following action; now therefore be it

Resolved, That the members of the Board of Trustees approve the afore-mentioned modifications to the technical writing certificate; and be it further

Resolved, That an application for approval of the revised and newly-titled professional and technical writing certificate be forwarded to the Maryland Higher Education Commission.

Program Title: Technical Writing Certificate (Current)

The certificate curriculum is designed for those already employed in technical positions or in related positions seeking to move into careers in technical writing and editing, or to upgrade skills in these areas. The emphasis is on tools, techniques, and procedures for developing, preparing, and producing technical documents and presentations in a work environment. Those without appropriate background must obtain the consent of an adviser before enrolling in the curriculum.

Program Requirements:

Course Designator	Title	Credits
ENGL 101	Introduction to College Writing *	3
ENGL 103	Critical Reading, Writing, and Research in the Workplace	3
COMM 112	Business and Professional Speech Communication	3
ENGL 110	Principles of English Grammar	3
ENGL 258	Techniques of Proofreading & Editing	3
ENGL 259	Organization and Development of Technical Documents	3
GDES 116	Digital Tools for the Visual Arts	4
MGMT 101 or MGMT 211	Principles of Management Introduction to Marketing	3
Elective	Any CMAP or CMSC Elective	3
	Total Credits	28

* ENGL 101/101+011 if needed as ENGL 103 pre-requisite or as an elective.

Program Outcomes:

Outcome	Upon completion of this program a student will be able to:
1	Write clearly for different audiences.
2	Edit documents for correctness and consistency.
3	Edit documents using sound grammar.
4	Plan documents, including the budgeting and scheduling of them.
5	Learn what is taught in a computer class.
6	Plan, deliver, and critique speeches common in business and industry.
7	Implement basic principles of management or marketing that are common in business and industry.

Program Title: The Professional and Technical Writing Certificate (New)

The professional and technical writing certificate curriculum prepares students to meet the growing demands for workplace writing. The professional and technical writing certificate is designed for students from a variety of degree programs who want to move into professional writing careers, to enhance their employability, or to upgrade their skills.

The curriculum prepares students to design, write, and produce documents and presentations in a work environment. Students will advance their writing and editing skills as well as learn visual-design software. Students can tailor the certificate to focus on their specific area of interest, choosing from public relations, production of written documents, and graphic design.

Program Requirements:

Course Designator	Title	Credits
ENGL 101	Introduction to College Writing *	3
ENGL 103	Critical Reading, Writing, and Research in the Workplace	3
COMM 112	Business and Professional Speech Communication	3
ENGL 110	Principles of English Grammar	3
ENGL 259	Organization and Development of Technical Documents	3
GDES 116 or ARTT 116	Digital Tools for the Visual Arts or Digital Tools for the Visual Arts	4
Program Elective	Program Elective **	3
	Total Credits	22

* ENGL 101/101+011 if needed as ENGL 103 pre-requisite or as an elective.

** Students choose one of the following program electives: ENGL 258, COMM 230, COMM 251, GDES 212, or DATA 110

Program Outcomes:

Outcome	Upon completion of this program a student will be able to:
1	Write clearly for different audiences.
2	Edit documents for correctness and consistency.
3	Edit documents using sound grammar.
4	Plan the document production process, including budgeting and scheduling.
5	Plan, deliver, and critique presentations for the workplace.
6	Use graphic design software to plan effective and aesthetically-pleasing visual images.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 11A
January 27, 2021

**RETIREMENT OF POLICY 32102–ALLOCATION, RECRUITMENT, AND
APPOINTMENT OF FULL-TIME FACULTY**

General Information

Policy Number:	32102
Contained in Chapter:	Chapter Three
Policy Title:	Allocation, Recruitment, and Appointment of Full-Time Faculty
Policy Creation Date:	September 21, 1987

Reason for Policy Retirement

This proposed policy retirement comes before the Board because the language has been subsumed in the new Board Policy 32100-Allocation, Recruitment, and Appointment of Regular Employees and Temporary with Benefits Employees and will become redundant upon Board approval of that policy. This new policy language articulates and grounds the College's hiring philosophy in the mission, vision, and values. The new language clarifies the Board's role and expectations in establishing all new and regular positions, along with compliance with all applicable nondiscrimination laws in the hiring and recruitment process. The policy will ensure consistency in the recruitment and hiring process for all regular employees, including full-time faculty.

RECOMMENDATION

It is recommended that the Board of Trustees retire Policy 32102–Allocation, Recruitment, and Appointment of Full-Time Faculty upon adoption of the new Board Policy 32101–Allocation, Recruitment, and Appointment of Regular Employees and Temporary with Benefits Employees.

BACKUP INFORMATION

Resolution
Policy 32102–Allocation, Recruitment, and Appointment of Full-Time Faculty

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Ms. Walker

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **21-01-015**
Adopted on: **1/27/2021**

Agenda Item Number: 11A
January 27, 2021

Subject: Retirement of Policy 32102–Allocation, Recruitment, and Appointment of Full-Time Faculty

WHEREAS, Policy 32102–Allocation, Recruitment, and Appointment of Full-Time Faculty has served to guide in the hiring of full-time faculty in accordance with expectations of equity, fairness, and in support of the College’s Mission; and

WHEREAS, The Board of Trustees and the president have identified the need for a policy to articulate and establish clear and consistent guidelines on the recruitment, hiring, and appointment of full-time faculty, staff, and administrators, and temporary with benefits employees; and

WHEREAS, The issues related to recruitment, hiring, and appointing regular and temporary with benefits employees have been researched under the direction of the president; and

WHEREAS, A draft policy statement was reviewed by the appropriate College community stakeholders for their feedback; and

WHEREAS, The Board has reviewed and intends to take action on Policy 32100–Allocation, Recruitment, and Appointment of Regular Employees and Temporary Employees with Benefits; and

WHEREAS, the language of the current Policy 32102–Allocation, Recruitment, and Appointment of Full-Time Faculty has been included in the new Policy 32100–Allocation, Recruitment, and Appointment of Regular Employees and Temporary Employees With Benefits; and

WHEREAS, The president recommends that the Board retire the policy; now therefore be it

Resolved, That Policy 32102–Allocation, Recruitment, and Appointment of Full-Time Faculty be retired; and be it further

Resolved, That the president is authorized to implement this policy retirement.

Chapter: Personnel

Modification No. 001

Subject: **Allocation, Recruitment and Appointment of Full-Time Faculty**

- I. The President appoints, subject to confirmation of the Board of Trustees, all full-time faculty members.
- II. To assure that all applicants for faculty positions are treated equitably, candidates will be evaluated in accordance with standards of teaching and non-teaching experience, academic preparation, and other relevant criteria established for the position vacancy.
- III. New faculty members are normally placed at a salary level no higher than the midpoint of the faculty salary range in accordance with standardized criteria of teaching and non-teaching experience, academic preparation, and other relevant criteria. The President may authorize a salary placement above the midpoint of the faculty salary range in exceptional circumstances related to the quality of College academic programs or to meet other vital College objectives.
- IV. The President is authorized to reassign faculty members within the College.
- V. The President is authorized to establish criteria and procedures to implement this policy and to establish, each year, minimum and maximum entry salaries for new full-time faculty.

Board Approval: September 21, 1987.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 11B
January 27, 2021

**NEW POLICY 32100–ALLOCATION, RECRUITMENT, AND APPOINTMENT OF
REGULAR EMPLOYEES AND TEMPORARY WITH BENEFITS EMPLOYEES**

General Information

Policy Number:	32100
Contained in Chapter:	Chapter Three
Policy Title:	Allocation, Recruitment, and Appointment of Regular Employees and Temporary with Benefits Employees

Reason for Policy

This proposed new policy combines into a universal hiring policy one separate hiring policy 32102–Allocation, Recruitment, and Appointment of Full-Time Faculty and two stand-alone procedures (without an accompanying policy) 32104–Recruitment and Appointment Procedures for Administrative Staff and 32101–Recruitment and Appointment Procedures for Support and Associate Staff.

This new policy language articulates and grounds the College’s hiring philosophy in the mission, vision, and values. The new language clarifies and aligns compliance with all applicable nondiscrimination laws in the hiring and recruitment process. This policy will ensure consistency in the recruitment and hiring process for all regular employees.

Purpose of Each Policy Element

Section	Purpose
I.	College’s commitment to recruiting and hiring a diverse and inclusive workforce that is representative of the community that we serve and will further the College’s mission, vision, and values.
II.	Statement of legal authority of the Board of Trustees to establish new positions and expectation that the needs and requirements for each position is aligned with the College’s strategic and operational needs.
III.	Statement that the College will comply with all applicable nondiscrimination laws and the College’s commitment to access, equity, and diversity while prohibiting retaliation against individuals who bring forth complaints related to discrimination.
IV.	Policy statement that articulates the expectation that all applicants will be evaluated equitably, confidentially, and in accordance with established criteria related to the position.
V.	Grants the president, or designee, the responsibility for the recruitment, appointment, and allocation of all employees, subject to

Section	Purpose
	funding and confirmation by the Board of Trustees and the College's commitment to equal employment opportunity and nondiscrimination in all aspects of the employment relationship.
VI.	Authorizes that a position may be filled without a recruitment to account for interim appointments, promotions, and reassignments.
VII.	Standard boilerplate language that authorizes the president to establish and implement procedures necessary to implement the policy.

RECOMMENDATION

It is recommended that the Board of Trustees adopt Policy 32100–Allocation, Recruitment, and Appointment of Regular Employees and Temporary with Benefits Employees.

BACKUP INFORMATION

Resolution

Policy 32100–Allocation, Recruitment, and Appointment of Regular Employees and Temporary with Benefits Employees

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Ms. Walker

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **21-01-016**
Adopted on: **1/27/2021**

Agenda Item Number: 11B
January 27, 2021

Subject: New Policy 32100–Allocation, Recruitment, and Appointment of Regular Employees and Temporary with Benefits Employees

WHEREAS, The Board of Trustees and the president have identified the need for a policy to articulate and establish clear and consistent guidelines on the recruitment, hiring, and appointment of full-time faculty, staff, and administrators, and temporary with benefits employees; and

WHEREAS, The issues related to recruitment, hiring, and appointing regular and temporary with benefits employees have been researched under the direction of the president; and

WHEREAS, The new policy language articulates and grounds the College's hiring philosophy in the mission, vision, and values; and

WHEREAS, The policy clarifies and aligns compliance with all applicable nondiscrimination laws in the hiring and recruitment process; and

WHEREAS, A draft policy statement was reviewed by the appropriate College community stakeholders for their feedback; and

WHEREAS, The president recommends that the Board adopt the policy; now therefore be it

Resolved, That Policy 32100–Allocation, Recruitment, and Appointment of Regular Employees and Temporary with Benefits Employees be adopted as indicated in the attachment; and be it further

Resolved, That the president is authorized to implement this policy.

Chapter: Personnel

Modification No. 001

Subject: **Allocation, Recruitment, and Appointment of Regular Employees and Temporary with Benefits Employees**

- 1 I. Montgomery College is committed to recruiting and hiring a diverse and inclusive
2 workforce that is representative of the community that we serve. Our human resources
3 are critical to our success and our ability to engage with students and the community.
4 The College is dedicated to a recruitment and hiring process that reflects our mission and
5 values.
6
- 7 II. New positions are established by the Board of Trustees upon the recommendation of the
8 President. Positions are requested through the planning and budget development
9 processes. The need and basic requirements of each position(s) are identified based on
10 these processes that are aligned with the College's strategic and operational plans and
11 needs of the College.
12
- 13 III. In accordance with applicable laws and the College's commitment to access, equity, and
14 diversity, the College does not discriminate against any student, employee, or applicant
15 for employment on the basis of age, color, citizenship status, covered veteran status,
16 disability, gender, gender identity and expression, genetic information, national origin,
17 marital status, race, religion, sexual orientation, or for any other reason protected by
18 federal, state and county laws and regulations. The College also prohibits retaliation
19 against employees and students who, in good faith, bring complaints regarding perceived
20 discrimination.
21
- 22 IV. To assure that all applicants are treated equitably, it is the policy of the Board of Trustees
23 that all candidates will be evaluated in accordance with the needs of the college and
24 standards and qualifications outlined within the job classification specification, the
25 position description, the position vacancy announcement, evaluation criteria or
26 benchmarks for the interview, skill assessments or teaching demonstration or any other
27 reasonable assessment metric established for the position. Confidentiality will be
28 maintained at all times during the hiring and recruitment process, where appropriate.
29
- 30 V. The president, or designee, has overall responsibility for the recruitment, selection and
31 appointment of all employees, subject to available funding and confirmation by the Board
32 of Trustees. Montgomery College is committed to providing equal employment
33 opportunity for all employees and applicants. Equal opportunity extends to all aspects of
34 the employment relationship, including but not limited to recruiting, hiring, placement,
35 promotions, training, working conditions, transfer, leaves of absences, compensation,
36 and benefits.
37
- 38 VI. A position may be filled without a recruitment (e.g., by appointment, promotion, or
39 reassignment) when it is in the best interests of the College. The president, or designee,
40 has final approval authority for such recommendations.
41
- 42 VII. The President is authorized to establish and implement procedures necessary to
43 implement this policy
44

45
46 Board approval: _____, 2020

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Agenda Item Number: 11
January 27, 2021

THE FY22 CURRENT, ENTERPRISE, AND OTHER FUND BUDGETS

BACKGROUND

On December 14, 2020 during the public meeting of the Board of Trustees, the president presented the proposed FY22 Current, Enterprise, and Other fund budgets. The Board then expressed its understanding of the challenges in developing a budget that is both sustainable and affordable as our nation emerges from a global pandemic. The Board also expressed its recognition of the need for the College to meet its mission by (a) protecting and enhancing student access, (b) providing a quality education through programs and services, (c) maintaining reasonable tuition and fee rates and (d) providing the necessary workforce training for county residents. The proposed budget expresses the Board's and president's desire and commitment to student learning, access, completion, and support of employees.

The Current Fund budget, the largest of the operating fund budgets, is \$264,704,984, which represents an approximately 1.3 percent decrease compared to the FY21 Current Fund budget. This budget assumes \$182,470,581 in support from the county and state.

The table below summarizes the proposed FY22 budget by fund.

Current Fund	\$ 264,704,984
Workforce Development & Continuing Education	\$ 19,955,716
Enterprise Funds	\$ 1,880,000
Cable Television	\$ 1,796,800
Emergency Plant Maintenance and Repair	\$ 350,000
Major Facilities Reserve	\$ 2,000,000
Transportation Fund	\$ 4,100,000
Federal, State and Private Grants	\$ 17,755,000

RECOMMENDATION

It is recommended that the Board of Trustees adopt the proposed FY22 Current, Workforce Development & Continuing Education, Enterprise, and Other funds budgets.

BACKUP INFORMATION

Board Resolutions

Part A: The FY22 Current Enterprise, and Other Funds Budgets

Part B: The FY22 Other Funds Budget

RESPONSIBLE SENIOR ADMINISTRATOR

Ms. Schena

RESOURCE PERSON

Ms. Greaney

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number: **21-01-017**
Adopted on: **1/27/2021**

Agenda Item Number: 12
January 27, 2021

Subject: The FY22 Current, Enterprise, and Other Fund Budgets

WHEREAS, During the December 14, 2020, meeting of the Board of Trustees, the president presented the proposed FY22 Current, Enterprise, and Other fund budgets; and

WHEREAS, The Board expressed its understanding of the challenges in developing a budget that is both sustainable and affordable as our nation emerges from a global pandemic; and

WHEREAS, The Board also recognizes the College's need to meet its mission by (a) protecting and enhancing student access, (b) providing a quality education through programs and services, (c) maintaining reasonable tuition and fee rates and (d) providing the necessary workforce training for county residents; and

WHEREAS, These budgets express the Board's and president's desire and commitment to student learning, access, completion, and their support of employees; and

WHEREAS, The Current Fund budget assumes \$182,470,581 in support from the county and state; and

WHEREAS, The president of the College recommends the following action; now therefore be it

Resolved, That the Board of Trustees adopts the FY22 operating budget in the amount of \$264,704,984 for the Current Fund, \$19,995,716 for the Workforce Development & Continuing Education Fund, and \$1,880,000 for the Auxiliary Enterprises Fund; and be it further

Resolved, That the budgeted amounts are subject to funding and appropriate action by the Montgomery County Government, and the amounts are subject to further technical refinement before the budget is submitted for recommendation to the county executive and the county council.

**BOARD OF TRUSTEES
MONTGOMERY COLLEGE**
Rockville, Maryland

Resolution Number:
Adopted on:

Agenda Item Number: 12
January 27, 2021

Subject: The FY22 Other Funds Budgets

WHEREAS, The College endeavors to obtain funding from external sources for specific purposes in keeping with its mission and goals; and

WHEREAS, The exact funding of special College projects and/or proposals is not certain at this time; and

WHEREAS, Amounts shown in the budget document for cable television, emergency plant maintenance and repair fund, major facilities reserve fund, transportation fund, and federal, state, and private grants and contracts are the best estimates at this time and actual amounts may be more or less than the budgeted amounts; and

WHEREAS, It is essential to the success of these special programs for the president to have flexibility to deal with the changing external circumstances associated with these programs; now therefore be it

Resolved, That the Board of Trustees hereby approves the aforementioned sections of the budget as presented with the understanding that these amounts are estimates; and be it further

Resolved, That the president is hereby authorized to negotiate for, accept, and expend such "other funds" as indicated in the budget and as may become available during FY22, provided expenditures do not exceed revenues.