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## MONTGOMERY COLLEGE GOVERNANCE

Faculty Council  
October 20, 2016  
12:30–2:30 p.m.  
SC 152

### Attendees

- Members present: Sharon Anthony, Eric Benjamin, Laura Gardner, Zenobia Garrison, Ever Grier, Rick Penn, Tracey Smith-Bryant, Alan Stover, Joe Thompson, Page Whittenburg, Tracie Witte, Margo Woodward-Barnett, Monica Zhang
- Members absent: Jennifer Ausden, Angela Nissing, Anthony Solano, Robin Flanary, Steve Thurston, Zhou (Jojo) Dong
- Proxies: Zenobia Garrison for Zhou (JoJo) Dong, Page Whittenburg for Robin Flanary, Tracie Witte for Steve Thurston
- Leader Liaison: Carolyn Terry
- Guests: Janet Wormack, Julie Weber, Sokol Mato

### Call to Order

Chair Rick Penn called the regular meeting to order at 12:40 p.m. The agenda was approved by unanimous consent.

### Constituent Concerns/Open Comments

Zenobia Garrison raised a concern from a constituent about the 48-hour policy for submitting TRFs (Test Request Forms) to the Assessment Center, as inflexible and inconsistent at each campus (e.g. some faculty experience leniency while others experience rigidity and ultimately end up needing to figure out testing arrangements for students on their own).

Rick Penn asked Zenobia Garrison to follow up to address this issue further.

### Approval of Minutes

Approval of the minutes from the October 6, 2016, meeting was postponed until the next meeting.

### Continuing Business

#### *Council Goals*

Joe Thompson made a motion to approve the three Faculty Council goals as written. The motion was seconded and passed by a vote of 10 in favor (Benjamin, Dong, Flanary, Gardner, Garrison, Grier, Smith-Bryant, Thompson, Witte, Woodward-Barnett), 0 opposed, 1 abstention (Thurston). The council will develop benchmarks, specific activities, and methods of assessment at a future meeting.

### New Business

#### *Update From Janet Wormack on Financial Sustainability*

Janet Wormack shared with the council her October 17 presentation to the Board of Trustees on the financial sustainability of the College. The presentation analyzed strengths, weaknesses, opportunities, and threats in four specific areas: resources, organizational effectiveness, infrastructure, and market competitiveness. The analysis is part of the board's yearlong process to set direction for the future of the College. She also discussed work already in progress and next steps in the development of master plans and other fiscal planning efforts. There was a discussion following in which faculty members expressed concerns with some phrasing in the report.

#### *Update From Julie Weber, Ombudsman*

Julie Weber gave an overview of the third Annual Ombuds Report, which was released October 20. Four percent of College employees, or 115 individuals, utilized the services of the Ombuds, in FY16. The report

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categorizes employee visits by employee group, gender, ethnicity, and work division (if confidentiality can be maintained), and also highlights the types of concerns brought to the Ombuds. In addition, the report contains five recommendations the College can take to promote positive change going forward.

*Update From Sokol Mato on Bookstore Activities*

Sokol Mato provided an update on bookstore operations at the beginning of the fall semester and addressed several council concerns about pricing, edition changes, and books not being available. He explained the bookstore process of sourcing books and said timely submission of book adoptions is key to savings. He encouraged faculty members to use Follett Discover on Blackboard. Any issues or concerns can be brought to him or to the campus bookstore managers.

Sokol Mato said a bookstore advisory committee would be formed to discuss bookstore operations, including how the bookstore could improve its service, course materials affordability, and any other concerns that arise throughout the year. He would like a member of the Faculty Council to participate on the committee. Additional information will be forthcoming.

**Chair's Report**

Rick Penn will provide an update at the next meeting.

**Committee Reports**

*Academic Regulations*

Tracie Witte submitted a committee report to the council. It is attached to the minutes.

*Curriculum Committee*

No committee report was provided.

*General Education Committee*

Sharon Anthony submitted a committee report to the council. It is attached to the minutes.

*Campus Faculty Senates*

- Rockville: No report
- Germantown: No report
- Takoma Park/Silver Spring – Tracey Smith-Bryant distributed a report to council members.

**Announcements/Adjournment**

Joe Thompson made a motion to adjourn at 2:28 p.m. The motion was seconded and passed unanimously.

Meeting adjourned at 2:28 p.m.

Zenobia Garrison  
Faculty Council Secretary

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## Academic Regulations and Standards Committee Report

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*The Committee on Academic Regulations and Standards met, as scheduled, on Friday, October 14. Please find the committee's continuing and new business below:*

### **New Business**

- **AR 9.63, Academic Load**
  - o Jamin Bartolomeo, one of the Deans on the committee, brought a proposal for changes to the academic regulation dealing with the academic load students are able to take. The committee discussed the proposed changes. The committee will revisit this issue to vote on it at the next Academic Regulations meeting (10/28/16).
  - o Please contact the chair of the Academic Regulations committee for questions about any specific changes that were proposed.

### **Continuing Business**

- **AR Reorganization**
  - o Tracie Witte, chair of the Academic Regulations and Standards committee visited the College Council in order to ask any councils if they would like a representative of the Academic Regulations Committee to come to a meeting in order to share the proposed new structure of Academic Regulations.
  - o The committee is now in the process of seeking feedback from groups across the college. Faculty Council will be updated as this process continues.
- **Academic Appeals (AR 9.9)**
  - o A few years ago the committee began to develop a process that would be consistent across all three campuses for Academic Appeals. This work has begun again.
  - o A 6-person working group is scheduled to meet 3 times over the course of this semester. The group consists of one representative from Academic Regulations, a representative from the Registrar's office (and Academic Regulations), and one member from each of the Academic Appeals Committees (including the summer appeals group).
  - o The first meeting was Wednesday, October 19, 2016. Faculty Council will be updated as this process moves forward.
- **Academic Regulations Priorities, 2016-2017 Academic Year**
  - o The committee voted unanimously to approve the priorities for the 2016-2017 Academic Year.
  - o A copy of the committee's priorities is attached to this report.
- **AR 9.44, Grade Disputes**
  - o The Committee continued its review of a working draft of AR 9.44 (Grade Disputes). As soon as a new draft is completed, it will be shared with Faculty Council and other groups across the college.

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*Respectfully submitted by,*

*Dr. Tracie Witte  
Chair, Academic Regulations and  
Standards Committee*

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**General Education Standing Committee  
Update to Faculty Council, 10/20/2016**

**Old Business:**

- **Gen Ed Program Update:** On Tuesday, 10/18, the GESC co-chairs presented an update on Gen Ed initiatives to the Academic Affairs Advisory Council.

**New Business:**

- **Gen Ed Course Certification Open Labs:** Next week, Gen Ed Course Certification Open Labs will be held on each campus, and GESC members and Gen Ed CAPs will meet with faculty work groups who are drafting their Gen Ed Course Certification forms.
- **Gen Ed Conferences, funded by the Office of the SVPAA & Follett:**
  - The GESC is beginning to plan a full-day Gen Ed Conference for March 2017, and we are currently identifying a keynote speaker & conference space and date.
  - The GESC will be inviting faculty teams to attend upcoming national conferences on the topic of General Education.

**On-Going Business:**

- **Course Certification Reviews:**
  - PORT 101, PORT 102, SPAN 101, SPAN 102, SPAN 103, SPAN 106, SPAN 201, SPAN 202, SPAN 215, and SPAN 216 were recertified as HUMD Gen Ed courses by GESC at its meeting last Friday, 10/14 and will be sent to Dr. Rai's Office for approval, pending CCC action.
  - At its 10/28 meeting, the Gen Ed Committee will review several Philosophy and History Gen Ed courses.
- **Gen Ed Program CAR:**
  - Work continues on the Gen Ed Program CAR report.

*Respectfully submitted,  
Sharon Anthony  
Co-Chair, General Education Standing Committee*