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## MONTGOMERY COLLEGE GOVERNANCE

Faculty Council  
October 6, 2016  
12:30–2:30 p.m.  
SC 152

### Attendees

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

### 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

No constituent concerns were presented.

### Approval of Minutes

Angela Nissing made a motion to approve the minutes from the September 22, 2016, meeting as amended. The motion was seconded and passed unanimously.

### Continuing Business

*Constituent Concern: Increased Security Presence in P.M.*

In response to a constituent concern regarding the need for increased security in the late afternoon and early evening to deal with groups of disruptive students, Rick Penn requested that faculty provide specific locations and times where this might be necessary.

### New Business

*Annual Goals*

Members worked to develop the council's annual goals with a focus on student success, faculty job satisfaction and professional growth, and support for continued faculty involvement and voice in the College. Page Whittenburg will send a draft of the goal plan to members for continued discussion via e-mail. The council will finalize the goals at the next meeting.

*Prep for October 20 Visitors*

Sokol Mato, Janet Wormack and Julie Weber are scheduled speakers at the next Faculty Council meeting.

Council members discussed problems that were encountered with the bookstore during this transition semester, including running out of books and changing editions of textbooks without informing faculty. Members agreed it would be beneficial to get Follett's perspective and then figure out ways faculty can work with the bookstore to make the process run smoother in the future.

*Update on 11:59*

In response to a question, Carolyn Terry said consideration is being given to some revisions to the 11:59 registration rules in time for next semester.

### Chair's Report

Rick Penn shared the following information:

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- A REACH Seminar is being held October 19, 6:30–9:30 p.m., in SC 152 on the Rockville Campus for faculty to share strategies to engage students and foster student success. Dr. Pollard will be the featured speaker.
  - Another U.S. college going through reorganization has asked for input from faculty members pertaining to their experiences with Montgomery College’s academic reorganization. A list of specific questions will be mailed to council members if they wish to respond.
  - Council members who hear constituent concerns about the new College web page are asked to share them with the Faculty Council.

### **Committee Reports**

#### *Academic Regulations*

Tracie Witte submitted a committee update to the council. It is attached to the minutes. She asked the council to what other councils she should present the proposed new organizational structure for Academic Regulations. The council recommended the College Council in addition to the Faculty and Student councils.

#### *Curriculum Committee*

Anthony Solano reported that the committee has met twice to discuss the process and set its agenda for the coming year. Committee updates are attached to the minutes. The next meeting is scheduled for Oct. 7, at which the redesign of the AELP and Health proposals will be discussed.

#### *General Education Committee*

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

#### *Campus Faculty Senates*

- Rockville – Steve Thurston: The senate meets next week and has a full agenda.
- Germantown – No report.
- Takoma Park/Silver Spring – Tracey Smith-Bryant: The stairwell has been repaired; a safety concern regarding the empty building has been addressed and resolved; and the situation regarding a belligerent student in the spring was resolved. Faculty members have raised a concern about wanting to teach special topics, but they can’t because they don’t meet enrollment numbers. A concern arose during the faculty union meeting about faculty being tapped to cover for other faculty without compensation. A concern has been raised about guns on campus.

### **Announcements/Adjournment**

Anthony Solano made a motion to adjourn at 2:19 p.m. The motion was seconded and passed unanimously.

Meeting adjourned at 2:19 p.m.

Zenobia Garrison  
Faculty Council Secretary

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**College-Wide Curriculum Committee  
Update to Faculty Council, 10/6/2016**

**Old Business:**

**The Committee met on September 2<sup>nd</sup> to introduce the new members and discuss the plans for the 2016-2017 academic.**

**These plans included:**

- Completing remaining proposals from 2015-2016 which included AEL/ELA, HLTH, IERW, HINM, and MATH proposals and processing any new course or program proposals.
- Processing of documentation required by MHEC to either convert the approximately 51 tracks into Areas of Concentration or process the documentation to delete them from the curriculum.
- Complete the proposals of the approximately 57 degrees that have not transitioned from the old general education program to the new general education program. This includes reviewing any possible updates to the program requirements, semester outlines, and program outcomes.
- Developing a list of courses that have not been offered in the previous three years and initiate the shelving process for these courses. This includes notifying any programs effected by the shelving of these courses.
- Preparing for the transition from CurricUNET to Curriculog which will allow all changes to be automatically applied to the college catalog through Acalog. (Acalog and Curriculog are both Digital Architecture products). Currently, all proposals in CurricUNET must be typed into Acalog by hand.
- Current membership: Voting Members: Leah Allen, Tanya Allison, Janis Gallagher, Mike Gurevitz, Christine Harrison, Sonia Hernandez, Shelley Jones, Vedham Karpakakunjaram, Tuere Marshall, Mirna Ostchega, Jim Sniezek, Kathy Michaelian, Monica Trent, Ed Roberts. CAPS: Anthony Solano, Catalina, Cetina, Alla Webb, Resource Members: Ernest Cartledge (AEM), Tina Hight, (OPIE), Seth Kamen (Articulation), Tracee Matthias, (WD&CE), Debra Ritenour, (AEM Rep), Lori Rounds, (IT), Anne Schleicher, (Transfer Counseling)

Anthony Solano is acting chair until Faculty Council can met to appoint him as a voting member. Faculty council has also been asked to appoint an interim CAP to fill Anthony Solano's term and appoint a new CAP representing the TP/SS campus

**The Committee also met on September 16<sup>th</sup>.**

Anthony Solano was confirmed as voting member by Faculty Council on September 8<sup>th</sup> and assumed the chair of the committee based on a vote at the May 13, 2016 CCC meeting. Anne

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Schleicher was appointed as the Germantown CAP to complete Anthony Solano's term and Rose Aehle was appointed as the new TP/SS CAP.

AEL/ELA proposals were on the 9/16 agenda but were pushed to the 10/7 meeting agenda at the request of the chair.

Committee discussed options for streamlining the proposal process as well as having proposers examine their course/program outcomes and transferability earlier in the process.

Committee members also discussed the General Education/Program Foundation Forms that the CCC is using, for only this year, while transitioning from the old general education program to the new general education program. This discussion included the development of a better communication plan with the General Education Committee in order ensure all changes are accurately reflected in the College Catalog.

**New Business:**

- **Next Meeting is 10/7/16:**
  - AEL/ELA proposals
  - HLTH proposals
  - Updates

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

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**General Education Standing Committee  
Update to Faculty Council, 10/6/2016**

Old Business:

- Gen Ed Course Certification Open Labs: During the week of September 26th, Gen Ed Course Certification Open Labs were held on each campus, and GESC members and Gen Ed CAPs met with several faculty work groups.

New Business:

- Gen Ed Program CAR:
- GESC work groups are currently researching and drafting sections of our CAR report, with a specific focus on Gen Ed Program assessment.
- Gen Ed Conferences: Dr. Rai has generously designated a strong portion of the money Follett has gifted to MC's Academic Affairs programs for two Gen Ed purposes:
  - To send faculty teams to upcoming national conferences on the topic of General Education.
  - To fund a college-wide conference on the topic of General Education in MC courses, with a particular focus on signature assignments.

On-Going Business:

- Course Certification Reviews:
- FREN 101, 102, 201, & 202; ITAL 101 & 102; KORA 101 & 102; LATN 101 & 102; AND COMM 108 & 112 were approved by GESC pending minor revisions and will be sent to Dr. Rai's Office for approval, pending CCC action.
- At its 10/14 meeting, the Gen Ed Committee will review 10 more World Languages Gen Ed courses, including Portuguese and Spanish.

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

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## **Academic Regulations and Standards Committee Report Update to Faculty Council, 10/6/2016**

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*The Committee on Academic Regulations and Standards met, as scheduled, on Friday, September 23. Please find the committee's continuing and new business below:*

### **New Business**

- **AR 9.823**
  - o The committee will begin to look at the current attendance regulations paying particular attention to including online classes in the regulation. One of the members will look into a distance education/learning work group that may have visited this issue.

### **Continuing Business**

- **Academic Regulations Priorities, 2016-2017 Academic Year**
  - o The draft of priorities on which to focus for the Academic Year was discussed again. The committee will continue to think about any priorities that should be added to, edited, or deleted from the current draft.
  - o If anyone on the Faculty Council has ideas for Academic Regulations, please feel free to share them.
  - o Once the draft is finalized it will be shared with the Faculty Council.
- **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 will begin again.
  - o A 6-person working group is being formed consisting 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 Faculty Council will be updated as this process moves forward.
- **AR Reorganization**
  - o The committee continued to review a draft of the proposed new organizational structure to the Academic Regulations. A consensus was reached that it is in a form that is ready to be shared with the college community in order to get recommendations/feedback/etc.
  - o After a discussion about which groups to visit in order to get feedback about this new structure, the group suggested that every campus council be contacted and given the opportunity to hear and give feedback on the proposed new structure of Academic Regulations. In addition to the Councils, a representative from Academic Regulations will also ask to get on the chairs' groups' agendas for feedback. Please let the committee know if any member of faculty council has a recommendation for another group that should be included from which to solicit feedback.

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- In addition to making some changes to the new organizational structure, two changes were recommended and voted on. Both votes had unanimous support. The changes are attached to this report.
- **AR 9.44, Grade Disputes**
- The Committee will continue its review of a working draft of AR 9.44 (Grade Disputes) at the next meeting on Friday, October 14.

*Respectfully submitted by,*

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