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## MONTGOMERY COLLEGE GOVERNANCE

Faculty Council  
November 17, 2016  
12:30–2:30 p.m.  
SC 152

### Attendees

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

### Call to Order

Chair Rick Penn called the regular meeting to order at 12:34p.m. The agenda was approved by unanimous consent.

### Constituent Concerns/Open Comments

No constituents presented concerns.

### Approval of Minutes

Steve Thurston made a motion to approve the minutes from the November 3, 2016, meeting as written. The motion was seconded and passed unanimously.

### Continuing Business

#### *Assessment Centers*

Guillermo Laya met with Rockville department chairs on November 3 to address issues pertaining to the Assessment Centers and the 48 hr policy for submitting Test Request Forms (TRFs). He also followed up with Zenobia Garrison to clarify the need to meet with Faculty Council.

The Faculty Council is in the process of drafting a letter to clarify the mission and priorities of the Assessment Centers and to ask whether there were circumstances in which the 48-hour policy could be waived. Rick Penn said it would be a good idea to invite Guillermo Laya to a council meeting in the spring.

### New Business

#### *Update on the Academic Master Plan Scheduling Initiative*

Margaret Latimer updated the council on the status of a scheduling initiative in which the course schedule would be developed and published six semesters ahead in an effort to improve student completion and reduce class cancellations. She hopes to partner with the Achieving the Dream group at MC to draw data from other institutions where this has been done. She also plans to create a small team from various areas within the College to discuss possible ideas and best scheduling practices. Joe Thompson suggested heavy Chair and course coordinator participation is needed for this advisory group.

A survey is currently being developed to get feedback from students on the barriers and problems they are facing from their perspective. In response to council comments, she noted that she doesn't envision that 100 percent of the schedule would be blocked out three years in advance but perhaps 85 percent. She also said the new structure would allow for adding sections of classes if they are needed because of demand, but not cancelling classes because they are not full.

#### *Update on Middle States Reaccreditation Efforts*

Tammy Peery provided an update on the Middle States Self-Study timeline and what the next steps in the process are. She also reviewed four key themes that came up during the listening tours held this fall: 1.

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communication; 2. accountability, evaluation, and assessment; 3. alignment and focus; 4. engagement and connectivity. The first draft of each chapter is due January 20, 2017. Faculty members with additional concerns or comments can e-mail the workgroup chairs.

#### *Update on Reorganization of Academic Regulations*

Tracie Witte presented the new organizational structure of Academic Regulations, including a new numbering system and a new table of contents in which regulations have been organized according to the life cycle of a student. In doing so, students will be able to find the regulation they are seeking with greater ease. Council members had several suggestions and questions but expressed general approval of the new structure. She will also be presenting the new structure to the Student Council and the Student Services and Success Council.

#### *Reinstatement of Graduation Reception*

Rick Penn reported that the College is planning once again this year, to discontinue post-graduation festivities. Joe Thompson made a motion that the Faculty Council approve the following resolution:

*The Faculty Council would like to add its voice to resolutions put forth by the Student Council and request that the post-graduation reception be reinstated.*

*Achievement of a college degree is an accomplishment deserving of both recognition and celebration. It is the biggest day in the lives of our students and their extended families and their first day as members of the Montgomery College family of alumni.*

The motion was seconded and passed unanimously.

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

Rick Penn reported that he and Page Whittenburg discussed the constituent concern about OERs raised at the November 3 council meeting with Dr. Sanjay Rai, who said faculty members are strongly encouraged to use OERs, but should not be forced to use them. Dr. Rai wants to hear about any incidences of faculty feeling pressured to use OERs against their desire.

Rick Penn said this information needs to get out to faculty, given reports of conflicting directives from their Chair or Dean. There will be further discussion about this issue at a future meeting.

#### **Committee Reports**

##### *Academic Regulations*

The committee still needs a full-time teaching faculty representative from Takoma Park/Silver Spring. Tracie Witte submitted a full committee report to the council. It is attached to the minutes.

##### *Curriculum Committee*

Anthony Solano reported a recent first meeting of the College Area Review Committee (CARC), that is responsible for making recommendations to Dr. Rai about the viability of programs. He expressed concern that no instructional faculty and only one counselor attended. Also from discussion there is confusion about the role of CARC; Faculty Council will need to investigate this further.

Dr. Sanjay Rai informed the college wide curriculum committee that any disciplines that have not submitted their paperwork to the committee will be removed from the 2017-2018 catalog. Paperwork needs to be completed by February 1, 2017.

The committee needs a new at-large member to replace a member who has left the College.

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

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*General Education Committee*

Alan Stover made a motion that the Faculty Council approve a proposal from the General Education Standing Committee to extend the General Education Standing Committee co-chair terms from one-year terms to two-year, staggered terms in order to allow one experienced co-chair and one new co-chair to work together each academic year, renewable with support of the Committee. Additionally, we propose Faculty Council approve a new resource, non-voting position on the General Education Standing Committee for the outgoing co-chair to serve as an advisor for one year after his or her co-chair service is over. The motion was seconded and passed unanimously.

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

*Campus Faculty Senates*

- Rockville – Steve Thurston: A report will be e-mailed to the council.
- Germantown: No report.
- Takoma Park/Silver Spring: Tracey Smith-Bryant: A report was distributed to council members.

**Announcements/Adjournment**

Council members were invited to stay after the meeting for a conversation about what faculty can and should be doing to support students who are stressed out about the election.

Alan Stover made a motion to adjourn at 2:34 p.m. The motion was seconded and passed unanimously.

Meeting adjourned at 2:34 p.m.

Zenobia Garrison  
Faculty Council Secretary

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## **Academic Regulations and Standards Committee Report Update to Faculty Council, 11/17/2016**

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*The Committee on Academic Regulations and Standards met, as scheduled, on Friday, November 11. Please find the committee's continuing and new business below:*

### **Continuing Business**

- **Committee membership**
  - The committee is still (!) in need of a full-time teaching faculty member from the Takoma Park/Silver Spring campus.
  - Members of faculty council are asked to spread the word and try to encourage teaching faculty members from TPSS to becoming a part of the Committee on Academic Regulations and Standards.
  
- **General Education Regulations (AR 9.721 and AR 9.91)**
  - As the committee has been in the process of revising the new Academic Regulations organization, committee members noticed that there are two regulations dealing with General Education (AR 9.721 and AR 9.91) that, although currently separated in the regulations, would serve constituents best if brought closer together in the document.
  - The chair is currently discussing this change with the co-chairs of the General Education Standing Committee and Carolyn Terry, Associate Vice President for Academic Affairs. The committee was updated on these discussions.
  
- **AR 9.44, Grade Disputes**
  - 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.

### **New Business**

- **Academic Second Chance Proposal**
  - Sharon Petrillo, Gustavus Griffin, and Ernest Cartledge visited the committee in order to propose a new Academic Regulation. This proposed new regulation would allow students to waive up to 15 credits after having been away from the college for a minimum of three years. The proposers suggested that this would help students who would like to return to build self-confidence, increase likelihood of completion, and engender motivation for students who otherwise may not finish.
  - The committee has asked for further research from the group, including some specific details from other schools who have similar policies/regulations.
  - Academic Regulations committee members will continue to discuss and, perhaps, make changes to this proposed regulation.
  - If the committee decides to move forward on this regulation, it will share a draft of the proposed new regulation when it is ready.

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- **PEC Recommended Changes to AR 9.722 and 9.82**

- The committee received feedback on a proposal it sent to the President's Executive Council regarding AR 9.722. The PEC accepted all of the proposed changes, with a minor change. The committee voted to accept this change.
- The committee also received feedback on a proposed change in a regulation that involved only editing changes. These changes, after having been approved by the VP for Academic Affairs, Sanjay Rai, were supposed to have gone directly to Kevin Long in order for the changes to be made. Instead, the committee heard feedback on these changes (AR 9.82). The chair will follow up in order to ensure that the agreed upon process to change an Academic Regulation is being adhered to.

*Respectfully submitted by,*

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

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**College wide Curriculum Committee  
Update to Faculty Council, 11/16/2016**

**Old Business:**

- All remaining proposals from 2015-2016 which included AEL/ELA, HLTH, IERW, HINM, and MATH proposals have been completed.
- CCC is processing the documentation required by MHEC to either convert current Associate Degree tracks into Areas of Concentration or process the documentation to delete them from the curriculum. At this time the CCC has received 21 AOC requests and are still seeking the documentation for the remaining 29 tracks.
- CCC is working with discipline 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. (So far, Fire and Emergency Services Management and Health Information Management have transitioned this year)
- The list of courses that have not been offered in the previous three years has been completed and the CCC is initiating the shelving process for these courses. The Deans will be notified of these courses on the shelving list by the last week in November.
- 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.

**Committee met on November 4<sup>th</sup>.**

**Administrative Changes**

- None

**Course Revision Proposals**

- COMM 108 Introduction to Human Communication *Proposal Passed*
- COMM 112 Business and Professional Speech Communication *Proposal Passed*
- MATH 093 Intermediate Algebra for Liberal Arts *Proposal Passed*
- MATH 096 Intermediate Algebra *Proposal Passed*
- HINM 220 Advanced Coding and Clinical Documentation Improvement *Proposal Passed*
- HINM 230 Title changed from Electronic Patient Billing to Health Information Management Revenue Cycle and Reimbursement Management *Proposal Passed*

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### **Course Creation Proposals**

- MATH 093C Intermediate Algebra Liberal Arts C *Proposal Passed*
- MATH 096C Intermediate Algebra C *Proposal Passed*
- CMSC 295X Research Topics in Information Security  
(Exploratory Course, no vote)
- HINM 134 Healthcare Delivery Systems *Proposal Passed*
- HINM 144 Health Data Content, Structure and Standards *Proposal Passed*
- HINM 154 Legal and Ethical Issues in Health Information Management *Proposal Passed*
- HINM 180 Health Data Management *Proposal Passed*
- HINM 190 Supervision of Health Information Services *Proposal Passed*

### **Course Deletions- Consent Calendar (No Objections)**

- HINM 133 Assembly and Analysis and Alternate Health Care Delivery
- HINM 140 Introduction to Health Information Management
- HINM 145 Legal Aspects of Health Information
- HINM 146 Introduction to and Legal Aspects of Health Information Laboratory
- HINM 170 Management of Health Information
- HINM 175 Automation of Health Information
- HINM 210 Statistics for Health Information
- HINM 215 Performance Improvement in Health Information

### **Program Foundation & Requirement Changes**

- Fire and Emergency Services Management, AAS *Proposal Passed*
- Health Information Management, AAS Degree *Proposal Passed*

### **New Business:**

- 11/18/16 meeting has been cancelled due to lack of proposals.
- A list of courses that lack objectives in the 2016-2017 catalog has been created and the Deans will be notified about the need for these courses to submit proposals with updated objectives by the end of January.
- Faculty Council will need to provide an at large instructional faculty member to replace Mirna Osthega who was elected as a voting member last spring but has since left the college.

### **Next Meeting is 12/2/16:**

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

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**General Education Standing Committee  
Update to Faculty Council, 11/17/2016**

**New Business:**

- **Two-Year GESC Co-Chair Terms:** Given the extensive workload and responsibility of implementing and managing MC's new General Education Program, the Standing Committee asks Faculty Council to approve the extension of the co-chairs' terms to 2-year, staggered terms, to allow one experienced co-chair and one new co-chair to work together each academic year. Also, the Committee would like those 2-year terms to be renewable with the support of the Committee.  
In addition, we ask the Faculty Council to approve a new resource, non-voting position on the Gen Ed Standing Committee for the out-going GESC co-chair to serve as a mentor and advisor for one year after his or her co-chair service is done.
- **Gen Ed Course Certification Open Labs:** During the week of November 28<sup>th</sup>, Gen Ed Course Certification Open Labs will be held twice on each campus, at which times Gen Ed CAPs will be available to work with several faculty work groups. This is the final open lab series of the fall 2016 semester. Additionally, we will offer a Gen Ed Workshop on Friday, 12/2, on specific aspects of the Gen Ed Course Certification process, including signature assignment information.
- **AAS Gen Ed Credit Exemptions:** Because the Maryland Higher Education Commission voted this past summer to reduce the minimum required Gen Ed course credits in Maryland A.A.S. programs to 18, the Gen Ed Committee, working with Dr. Rai's Office and the CCC, is granting exemptions, upon request, to MC's A.A.S. programs to reduce their Gen Ed course credit requirements to 18 or 19 credits instead of the 20 credit minimum the faculty voted on in May 2015. To apply for this exemption, the A.A.S. program chairs are asked to write a brief justification to the Gen Ed Committee. A form for this exemption request is now available.
- **AAC&U General Education Conference in February 2017:** Chairs of departments with several Gen Ed courses have been asked to recommend full- and part-time faculty who would like to join an MC team to attend the AAC&U General Education & Assessment: Design Thinking for Student Learning Conference in Phoenix, Feb. 23-25. Chairs are asked to submit names of interested faculty by Dec. 1st.

**On-Going Business:**

- **Course Certification Reviews:**
  - ENGL 122, 190, 201, 202, 208, 211, 212, 213, and 214 were approved by GESC pending minor revisions, on Nov. 11, 2016. ENGL205 is being held to verify its Gen Ed transferability.
  - At its 12/9 meeting, the Gen Ed Committee will review several English literature Gen Ed courses as well as Women's Studies 101 and two American Sign Language courses.

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