

MONTGOMERY COLLEGE GOVERNANCE

Faculty Council
February 16, 2017
12:30–2:30 p.m.
HU 009

Attendees

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

Call to Order

Chair Rick Penn called the regular meeting to order at 12:46 p.m. The agenda was approved by unanimous consent.

Constituent Concerns/Open Comments

No constituents presented concerns.

Approval of Minutes

Minutes from the February 2, 2017, meeting were approved as written by unanimous consent.

Continuing Business

Faculty Issues Committee

Rick Penn clarified that the charge of the committee includes issues such as faculty evaluations, leave policies, questions about rank, and other issues that arise as consistent with the charge of the Faculty Issues committee under the old governance system.

New Business

Middle States Accreditation Update

Tammy Peery updated the council on the progress of the Middle States Self Study and reviewed the timeline for the spring semester, noting that a first draft would be posted for public comment February 27. Listening tours to solicit structured feedback on the draft will be scheduled during March and April. Attendees will be required to register in advance. She requested that the Faculty Council designate specific council members to attend each of the scheduled sessions. Eric Benjamin reviewed the Self Study timeline for summer 2017 through spring 2018.

Physical Plant Concerns

Page Whittenburg raised concerns about instances of leaks and flooding in offices and other campus facilities in older buildings and asked council members to e-mail her if they have noticed any building issues that need attention. At Janet Wormack's request, Page Whittenburg will compile a list and forward it to her. Patricia Lane also offered to take the issue to the Operational Services Council, of which she is a member.

Follow-Up on Recommendation in Support of Students Affected by Travel Ban

Rick Penn and Page Whittenburg informed the council that the College Council was supportive of the intent of its recommendation to provide on each campus a point of contact for students and employees affected by the travel ban but had questions about its implementation. The council discussed how the College could help faculty provide support to students in terms of offering appropriate resources. The chairs will develop a motion and send it to council members for e-mail approval.

Rick Penn made a motion to suspend the rules to allow David Anthony to speak. The motion was seconded and passed unanimously.

David Anthony suggested that if a motion is more general, it might get a better response. He also urged the Faculty Council to support the creation of a student ombuds, and said that such a position would be a good point of contact for students in this situation.

Concerns Raised by Germantown Faculty Senate

Chanin Storm presented two concerns from the Germantown Faculty Senate:

1. The Germantown Faculty Senate requested clarification regarding class expectations all activities at the College are cancelled due to weather. Among the issues are whether professors are expected to make alternative instruction arrangements and post assignments online and whether students are expected to complete those alternative instruction activities. Clarification was also sought regarding college closings on distance learning classes.
2. The Germantown Faculty Senate raised concern about inconsistencies in the way deans are applying the 85 percent seat utilization target. The Senate said classes in Germantown are being cancelled while classes in Rockville are being added. As a result, classes students need for graduation are being cancelled, and students have to travel to other campuses to take required courses. There is concern that Germantown and Takoma Park/Silver Spring are going to become satellite campuses. This will be added to the agenda of an upcoming Faculty Council meeting for further discussion.

Chair's Report

Rick Penn noted the following items:

- Mike Mills needs two faculty members to serve on a committee to develop a professional development master plan. Interested faculty members are asked to contact Rick Penn for more details.
- Faculty members are encouraged to participate in an Achieving the Dream facilitated discussion/World Café on the Institutional Capacity Assessment tool on March 1 in Takoma Park/Silver Spring. Shinta Hernandez and Denise Graves are the contacts.
- Faculty members are encouraged to apply for MC Innovation Grants. A grant information and networking workshop is being held February 28.
- The College Council constituent conversation with the Board of Trustees is February 20. The council has proposed coming up with questions council members would like to discuss with the board in lieu of a game to guide conversation. They would submit these questions ahead of time to Dr. Pollard and Stephen Cain. Faculty Council members were asked if there were topics they would like to suggest.

Committee Reports

Academic Regulations

Tracie Witte submitted a report. It is attached to the minutes. She also noted that the Academic Appeals workgroup is in the process of putting together a collegewide winter appeals committee.

Curriculum Committee

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

General Education Committee

Sharon Anthony submitted a committee report. It is attached to the minutes. If the council has any feedback to the draft benchmarks for courses seeking Global and Cultural Perspectives designation, they are asked to contact her.

In addition, Sharon Anthony submitted an overview of the purpose of the General Education course certification process, noting that the process had significant faculty input during its development. She stressed that not all MC courses are general education courses. However, she said the committee works with faculty and makes recommendations when working to certify courses.

Campus Faculty Senates

- Rockville – Steve Thurston: Update was e-mailed to council members.
- Germantown: Report was distributed to council members. Also see discussion above.
- Takoma Park/Silver Spring: Update was distributed to council members.

Faculty Issues Committee

No report.

Announcements/Adjournment

Joe Thompson made a motion to adjourn at 2:36 p.m. The motion was seconded and passed unanimously.

Meeting adjourned at 2:36 p.m.

Zenobia Garrison
Faculty Council Secretary

Academic Regulations and Standards Committee Report
Update to Faculty Council, 2/16/2017

The Committee on Academic Regulations and Standards met, as scheduled, on Friday, February 10. Please find the committee's continuing and new business below:

New Business

- **53001CP**

o Dean membership

- According to 53001CP, section II.B.2, the committee should include two Instructional Deans and one Student Affairs Dean. Last semester the committee became aware that, because of some change of dean representation, there were two Student Affairs Deans and one Instructional Dean. The committee discussed the possibility of changing the make-up of the Dean membership in the procedure. A final decision was made by the committee to keep the dean membership as is listed in the college procedure.

- The committee is currently in search of two Instructional Deans for the committee. The Dean Convener has been made aware of this need and has put out a call to the Deans for participation in the committee.

o Staff support

- The committee no longer has a support staff member to help with minutes, meeting space, meeting preparation, and other ways a support staff member helps to ensure adequate preparation for an efficient meeting. Carolyn Terry is aware of this and trying to rectify the situation but, in the meantime, the committee will be lacking the support it should be getting per 53001CP.

- Section II.F. of 53001CP, the section dealing with staff support for the committee, was discussed. The committee will follow up on ensuring that this section of the procedure is up-to-date.

o Process to change a regulation

- The committee is working to reflect changes in the current procedure dealing with Academic Regulations in 53001CP, the College Procedure that discusses issues related to the Academic Regulations and Standards Committee. When a draft of 53001CP is finalized, it will be shared with the Faculty Council.

Continuing Business

-Committee membership

o The committee is still in need of a full-time teaching faculty member from the Takoma Park/Silver Spring campus.

- o 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.

- **Academic Appeals (AR 9.9)**

- The committee was given an update about the work being done by the Academic Appeals Workgroup. The Academic Appeals workgroup is finalizing a new form for academic appeals and has a near final draft of guidelines that will be shared across all of the Appeals committees in order to ensure consistency in weighing appeals decisions.
 - The group is also in the process of revising the academic regulations dealing with academic appeals and will send a proposal to the Academic Regulations committee by the middle of this semester. The group has also been discussing the Appeals Committees' membership structure and whether it would make sense for Academic Appeals to be standing committees of Academic Regulations so that the consistency that is being created through this work will persist.
- **Academic Regulations Re-organization**
- The committee currently has a nearly finalized draft of new organizational structure of the Academic Regulations. The committee is still in the process of gathering feedback from other groups.
 - A final draft should be ready for a vote by March.
- **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.

Respectfully submitted by,

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

Collegewide Curriculum Committee Report

Update to Faculty Council, 2/16/17

Old Business:

- 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.
- Transitioning 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 February 3rd:

Consent Calendar

Area of Concentration Conversions from Tracks (OCs)

- Science, AS
 - Biological Science, AS (*Accepted*)
 - Chemistry and Biochemistry, AS (*Accepted*)
 - Environmental Science and Policy, AS (*Accepted*)
 - Mathematics, AS (*Accepted*)
- Engineering, AS
 - Aerospace Engineering (*Accepted*)
 - Bioengineering (*Accepted*)
 - Chemical Engineering (*Accepted*)
 - Civil Engineering (*Accepted*)
 - Computer Engineering (*Accepted*)
 - Electrical Engineering (*Accepted*)

Administrative Changes

- Pending

Program Foundation & Requirement Changes

- Biotechnology AAS *Proposal Passed*
- Emergency Preparedness Management AAS *Proposal Passed*
- Exercise Science AA *Proposal Passed*

Program Creation Proposals

- Data Science Stand Alone Certificate *Proposal Passed*

Course Creation Proposals

- DATA 101 Introduction to Data Science *Proposal Passed*
- DATA 110 Writing and Communication in Data Science *Proposal Passed*
- DATA 201 Statistical Methods in Data Science *Proposal Passed*
- DATA 205 Capstone Experience in Data Science *Proposal Passed*

Course Revision Proposals

- CMSC 100 Fundamentals of Programming *Proposal Passed*

Next Meeting is 2/17/17:

Administrative Changes

- Pending

Consent Calendar

- AOCs
 - Engineering, AS
 - Fire Protection
 - General Engineering
 - Materials Science and Engineering
 - Mechanical
 - Nuclear
 - Science, AS
 - Physics
 - Diagnostic Medical Sonography AAS
 - Echocardiography AOC
 - General AOC
 - Vascular AOC
 -
 - Hospitality Management AAS
 - Food and Beverage AOC
 - Supervision/Management AOC
 - TVRA 101 Video Editing for Broadcast (deletion)

Collegewide Curriculum Committee Report

Program Foundation & Requirement Changes

- Broadcast Media AAS
 - Radio track
 - Television track
- Graphic Design AAS
 - Graphic Design track
 - Illustration track
- Landscape AAS
- Nursing AS

Course Creation Proposals

- TVRA 100 Introduction to New Media (creation)
- TVRA 210 Audio Documentary (creation)
- TVRA 236 Video Production Portfolio (creation)

Course Revision Proposals

- TVRA 140 Video Editing (revision)
- TVRA 280 Special Broadcast Media Production Assignments (revision)

Program Revision Proposals

- Audio Production Cert (formerly Radio Production)
- Broadcast Journalism Cert
- Digital Media Production Cert
- Video Production Cert (formerly Television Production)

Respectfully submitted,

Anthony Solano

Chair, Collegewide Curriculum Committee

General Education Committee

Update to Faculty Council, 2/16/2017

New Business:

- **Global and Cultural Perspectives Designation Courses:** The Gen Ed Committee is drafting specific benchmarks for the Global and Cultural Perspectives Designation courses, a subset of courses within the Gen Ed course list. We are currently considering the following benchmarks for courses seeking Global & Cultural Perspectives Designation:

- Reference to the global and cultural perspective in the course description.
- Alignment of course outcomes to 3 of the following categories (as outlined in the AAC&U Global Learning Values Rubric):
 - Global Self-Awareness –understanding the interrelationships among the self, local and global communities, and the natural and physical world
 - Perspective Taking – learning from perspectives and experiences different from one’s own
 - Cultural Diversity –recognizing the origins and influences of one’s own cultural heritage along with its limitations as well as fostering respect for cultural diversity
 - Personal and Social Responsibility – recognizing one’s responsibilities to society as well as developing a perspective on ethical and power relations across the globe
 - Global Systems –recognizing complex and overlapping worldwide systems
 - Knowledge Application – understanding the interrelationships between contemporary and past challenges facing cultures, societies, and the natural world
- At least one major graded assignment or 2-3 smaller assignments that reflect the above categories
- Explanation of how the department will ensure all sections of the course will meet these requirements

At its next meeting, on March 10th, the GESC will evaluate, discuss, possibly edit, and vote on a set of benchmarks to be recommended to Dr. Rai.

- **AAS Gen Ed Requests:** The GESC has recommended that Dr. Rai approve four AAS program requests to make minor adjustments to their Gen Ed credit requirements, allowing for a 4-credit MATF course (instead of a 3-credit MATF course) by decreasing the required Gen Ed elective credit count from a minimum of 4 to 3. The overall total of Gen Ed credits would remain the same in these degree programs, but the 4-credit MATF would then be possible.

- **Curriculog:** In an effort to put the Gen Ed Certification process online through Curriculog, a new online system that will work with both the Gen Ed and CCC processes, the GESC has formed a work group to streamline the existing Gen Ed Course Certification form. This new software will allow the Gen Ed certification process to dovetail with the CCC processes for increased convenience, accuracy, and record-keeping. The target release date is fall 2017.

- **AAC&U General Education Conference in February 2017:** An MC team of 14 full-time and part-time faculty members are attending the AAC&U General Education & Assessment: Design Thinking for Student Learning Conference in Phoenix, next week,

Feb. 23-25. This includes seven GESC members. Therefore, the GESC's Feb. 24th meeting will be cancelled. A notification will be sent to the college community.

- **March 22nd MC General Education Conference:** To help faculty better understand the principles and features of Gen Ed courses and to design effective and engaging Gen Ed assignments, the GESC will present a full-day Gen Ed conference on Wednesday, March 22nd, from 8:30-3:30 in BE151-152 on the Germantown campus. All faculty, full-time and part-time, are encouraged to attend, and Dr. Rai supports the use of alternate assignments for any classes missed that day. Professional development credit will be offered for this event, and the day will feature the following:
 - Key-note speaker Paul Hanstedt on how to design Gen Ed assignments, particularly signature assignments
 - A luncheon speaker David Hubert, on how to measure student learning of Gen Ed skills and competencies
 - Practical break-out sessions to review Gen Ed assignments and to address realistic concerns facing MC Gen Ed courses (ranging from transferability to how to incorporate Gen Ed skills in tightly scheduled courses)
 - A free book for each attendee on Gen Ed topics
- **Nominations for new GESC Co-Chair:** The GESC is currently asking its members to consider taking on the role of co-chair to replace the outgoing co-chair, Sharon Anthony, for the next academic year, AY17-18. Current GESC members will be provided a job description in March.

Course Certification Reviews/On-Going Business:

- Arts Distribution and English Foundation courses' Gen Ed Certification packets are due to the Gen Ed Committee by the end of the spring 2017 semester.
- At its 2/10 meeting, the Gen Ed Committee reviewed several HUMD and all MATF Gen Ed courses' certification packets. Most of those courses are undertaking revisions in order to meet the Gen Ed requirements.
- The remaining Humanities Distribution Gen Ed courses will be reviewed in early March, and the Gen Ed Committee will begin to review Behavioral & Social Sciences Distribution and Natural Sciences (lab and non-lab) Distribution courses' Gen Ed Course Certification packets starting on March 10th.

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